Small Business CIO

Inventory Management Check In/Out Operators Manual

Silverlake Data Solution, Inc.

SB CIO Inventory Control Operators Manual

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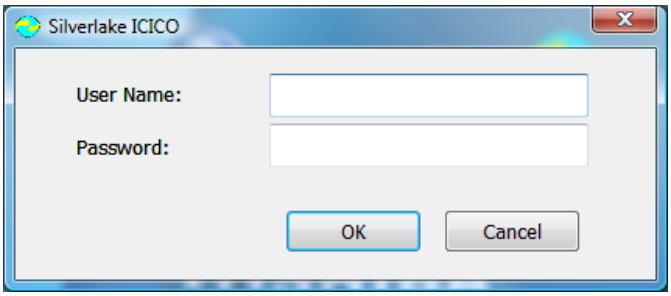
Contents

INITIAL SIGN ON 6
FILE 7
Sample/Practice Mode 7
Printer Setup 8
Close 10
Close All 11
Log Out 12
Exit 12
UTILITIES 14
Print Customer Barcodes 14
Print Item Barcodes 18
SB CIO Standard Importing Processes 26
Other Useful Utilities 27
Void Issue Tickets 27
Backup Data 29
Purge Data 30
Configure Display Text 31
Preferences 34
Edit 35
Users 36
Roles 37
Securable Objects 39
Permissions of Roles 40
Crafts 44
Supervisors 46
Customers 47
Measurement Units 51
Classes 53
Categories 56
Items 58
Companies 64
Vendors 65
Job Numbers 67
Work Areas 69

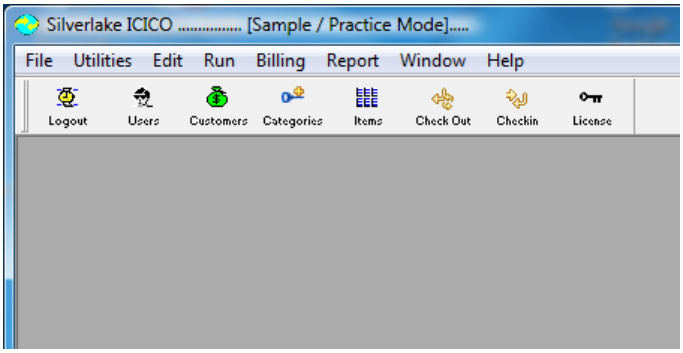
Bin Locations 71
RUN 75
COMMON PROCESSES 76
CUSTOMER SEARCH 77
Check Out 79
Check In 83
Check Out Only 86
Calibration 90
Damaged 93
Repair 96
Dispose 99
Undo Disposal 102
Lost 104
Found 107
BILLING 109
View Default (Rental) Rates 110
Setup Special (Rental) Rates 113
Peak Usage Billing (With Custom Schedule) 115
(Invoice) Outstanding Items 118
(Invoice) Returned Items 123
(Invoice) Returned Items and Outstanding Items 125
(Invoice) All Items 127
(invoice) Consumable Usage 128
(Invoice)Consumable Usage with Filters 131
Variable Cycle Billing 132
(Invoice for) Damaged Items 133
REPORT 135
List of Customers 136
List of Vendors 136
List of Classes 137
List of Classes below Min Qty 138
List of Categories 139
List of Items 140
Physical Count Summary 142
Consumable Usage Report - Detail 144

Consumable Usage Report – Summary 144
Consumable Report with Filters 145
Outstanding Items By Company 146
Outstanding Items By Customer 147
Outstanding Items By Supervisor 148
Outstanding Items By Craft 149
Outstanding Items By Work Area 150
Outstanding Items By Job Number 151
Damages 152
Customer History 153
Item History 155
Receipt Report 157
Activity Report 158
Items to be Calibrated 159
Calibration History 160
System Access History 161

INITIAL SIGN ON



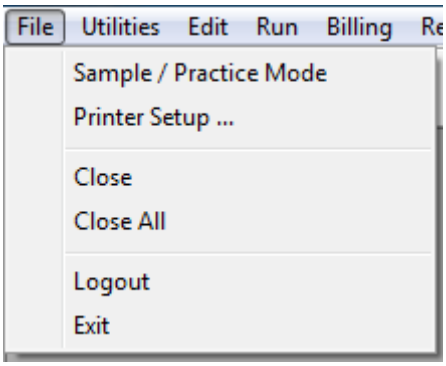
This is the initial screen when you first invoke the SB CIO System. It is the standard sign-on screen.
Enter your User Name and Password and Click OK.


Silverlake ICICO ..... [Sample / Practice Mode].....
File Utilities Edit Run Billing Report Window Help
Logout Users Customers Categories Items Check Out Checkin License

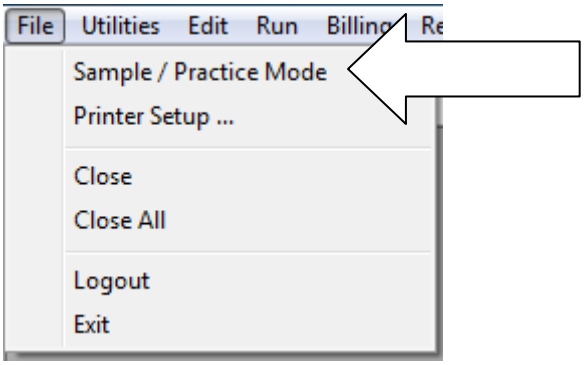
This is the initial screen a User will see after logging in. The Menu is comprised of:
Sample/Practice Mode
File
Utilities
Edit
Run
Billing
Report
Window
Help

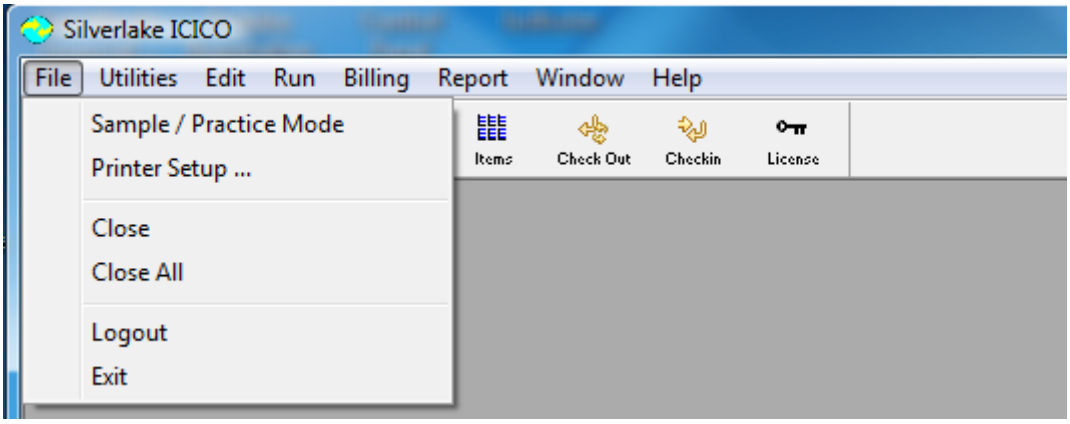
NOTE: The time clock for auto-exit is 30 minutes. If the User has not performed ANY function within a 30 minute time span, SB CIO will automatically Logout of the System.

FILE

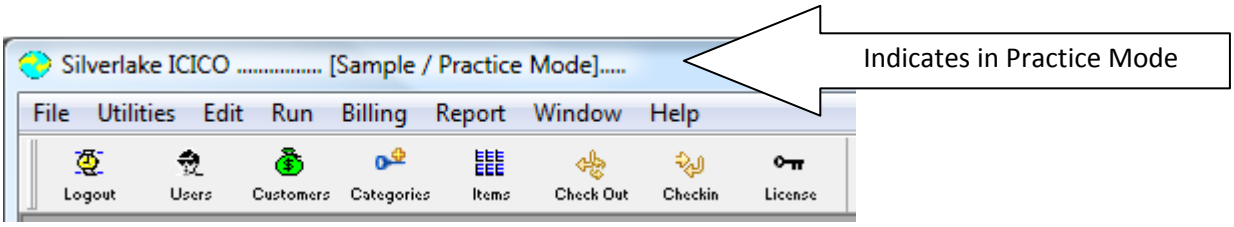


Sample/Practice Mode

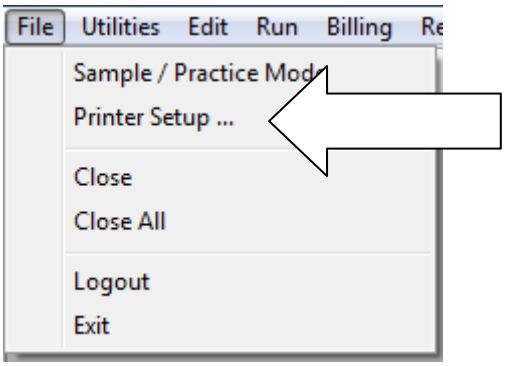




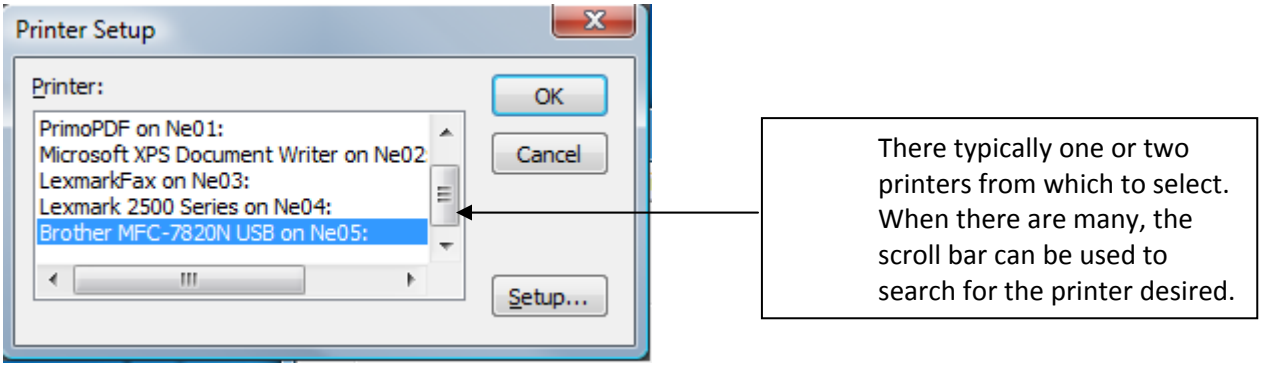
It is recommended NOT to use this first application until the User Manual has been completely read. When entering Sample/Practice Mode, the information atop the Menu bar will indicate that the User is in Practice Mode using a sample data base as shown below. Using the Practice Mode will not affect the live data base.

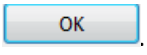


Printer Setup

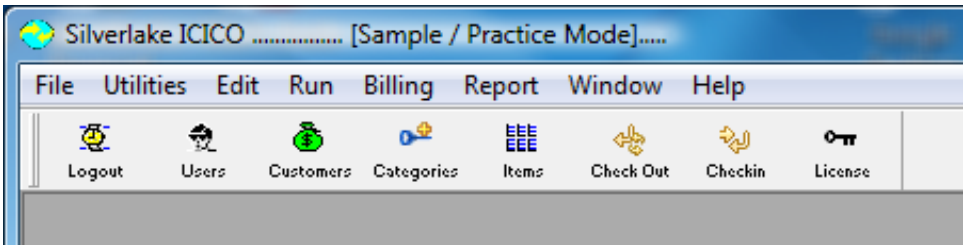


This is to allow the set up of the printer which SB CIO will use to print the output requested.


Printer Setup
Printer:
OK
Cancel
PrimoPDF on Ne01:
Microsoft XPS Document Writer on Ne02
LexmarkFax on Ne03:
Lexmark 2500 Series on Ne04:
Brother MFC-7820N USB on Ne05:
Setup...
There typically one or two printers from which to select. When there are many, the scroll bar can be used to search for the printer desired.

1. Select the printer desired and Click 

. You will then be taken back to the original screen as shown below:



Recommendations for printers:

Barcode Printer: Zebra Printer ZEB-2824-11100-0031
Manufacturer: ZEBRA TECHNOLOGIES
Mfr Part: 2824-11100-0031

Description: TLP2824 Direct Thermal-Thermal Transfer Desktop Printer (Serial and USB Interfaces, 100-240V AC Power Supply, 256K RAM, 1MB Flash and RTC). With one of the smallest footprints of any two-inch desktop printer in the industry, the LP and TLP 2824 fit into places other printers cannot without sacrificing speed print quality or media capacity. This space conservation is great for the typically congested areas around cash registers desks and counter-tops. For easy integration with existing systems and a variety of applications the LP-TLP 2824 printers also offer the widest range of interface choices including serial parallel USB internal or external Ethernet with the ZebraNet PrintServer II option and an optional cash drawer kicker interface (LP only).
Their sturdy dual-wall high-density plastic construction ensure they will survive punishment that would damage other printers in their class.
A full five-inch media roll is easily loaded into the LP-TLP 2824 printers thanks to the OpenACCESS design and media usage can be monitored through the clear top cover.
Weight (per unit of measure): 5.9 lbs

Barcode Printer Ribbon: part# 800132-202:
Manufacturer: ZEBRA TECHNOLOGIES
Mfr Part: 800132-202

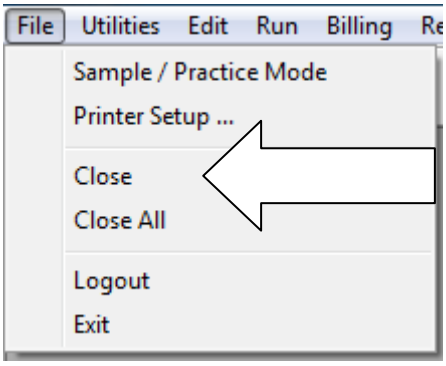
Description: Zebra 5095 Performance Resin Ribbon (Case, 2.24 Inches x 244 Feet, 12 Rolls per Inner Case - Call for Single Roll Availability).
A performance resin product with excellent print quality durability and chemical resistance on a wide range of substrates from coated papers to gloss synthetics. The 5095 ribbon requires lower burn temperatures than other ribbons in its class. This ribbon is an excellent choice for high-density codes and high-resolution graphics. The 5095 can print Z-Ultimate products at speeds up to 8 inches per second. UL Recognized and CSA Component Acceptable (for normal use) when used with Zebra's Z-Ultimate 3000
White Z-Ultimate 3000 Silver and Z-Xtreme products.
Weight (per unit of measure): 1.35 lbs

Barcode Label: part# 17157
Manufacturer: ZEBRA TECHNOLOGIES
Mfr Part: 17157

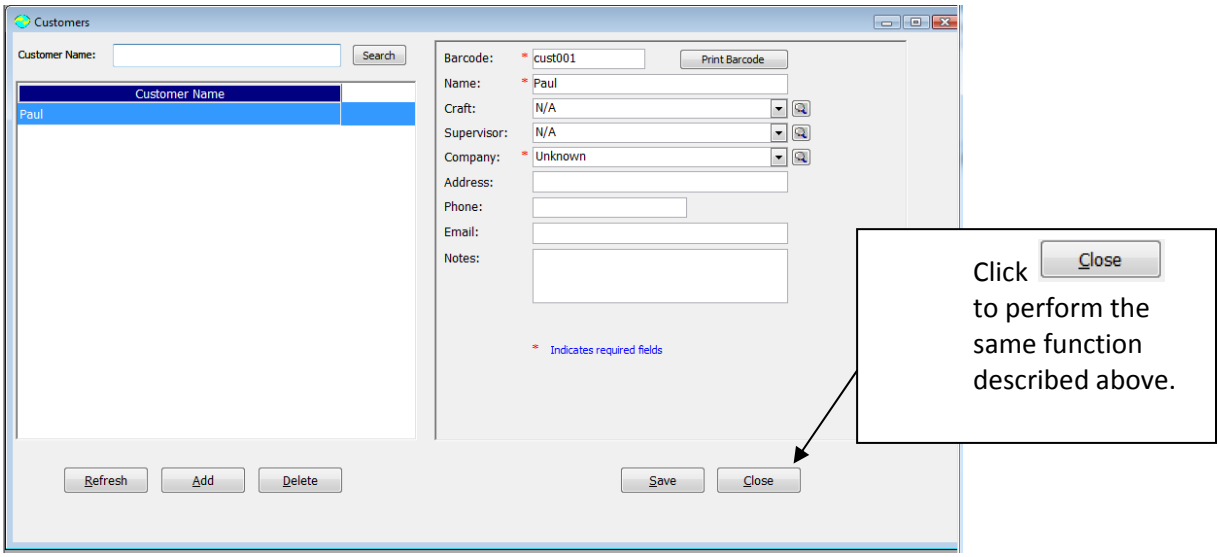
Description: Z-Ultimate 3000T White Synthetic Labels (2.00 Inch x 1.00 Inch, 2530 Labels-Roll - 12 Rolls-Case)

Weight (per unit of measure): 17.9 lbs

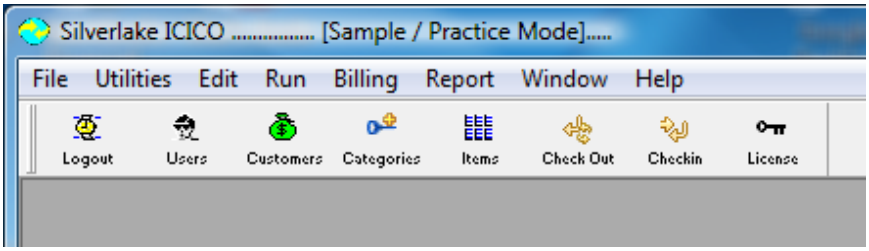
Close



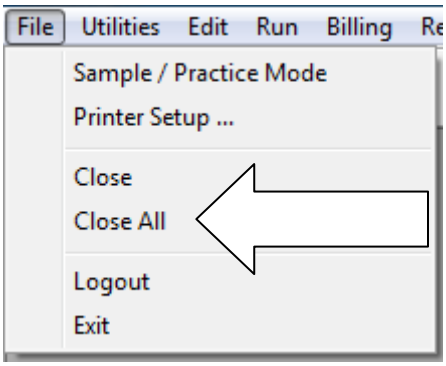
When this option is selected, it performs the same function as the Close button does in any program session.



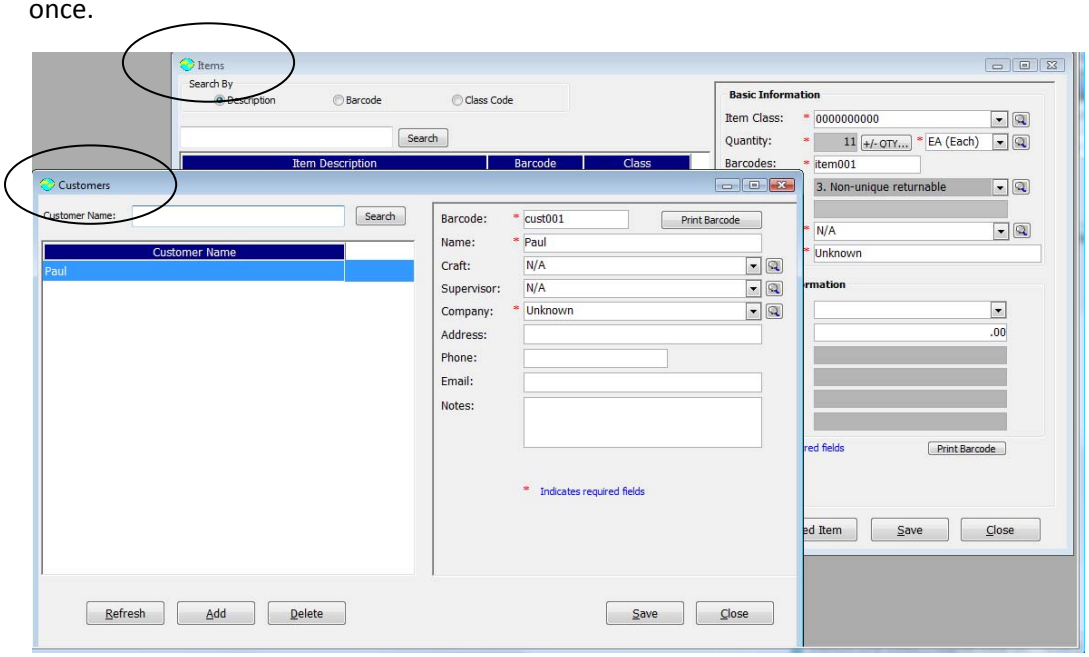
You are then taken back to the original screen as shown below:



Close All

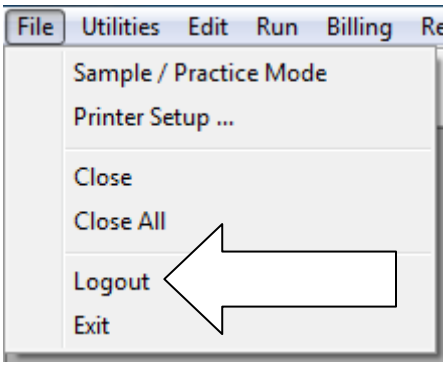


If you have more than one program screen open at one time as shown below (**Items** in the background and **Customers** in the foreground), you can select the Close All option and close both program screens at once.

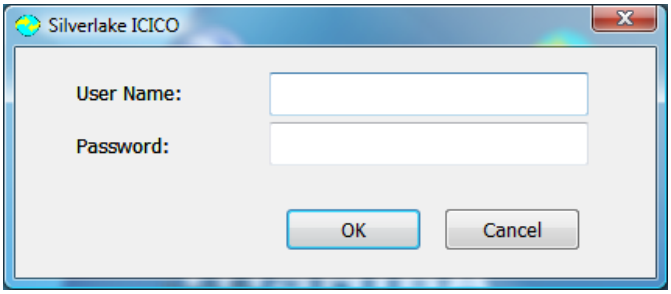


CAUTION: When using Close and Close All, make sure that you ***SAVE*** your work before closing any program session

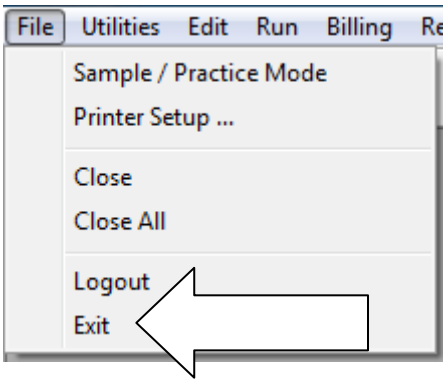
Log Out



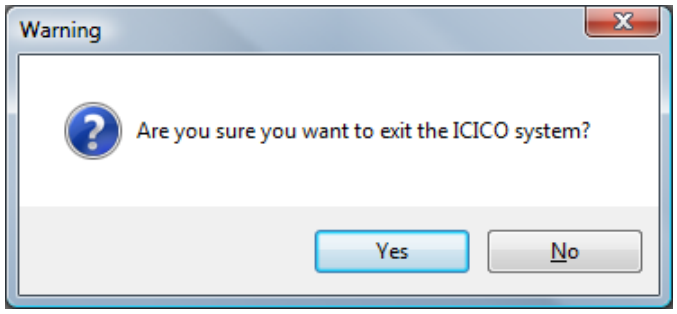
When you select the Log Out option, you are taken back to the Sign-in Screen as shown below.



Exit

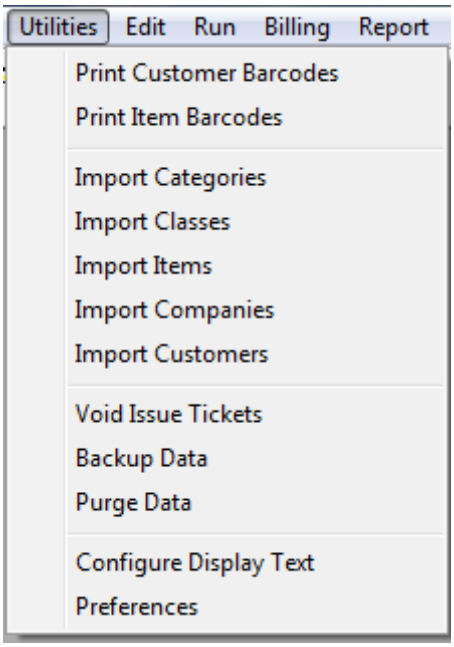


When you select the Exit option, the following screen will appear:

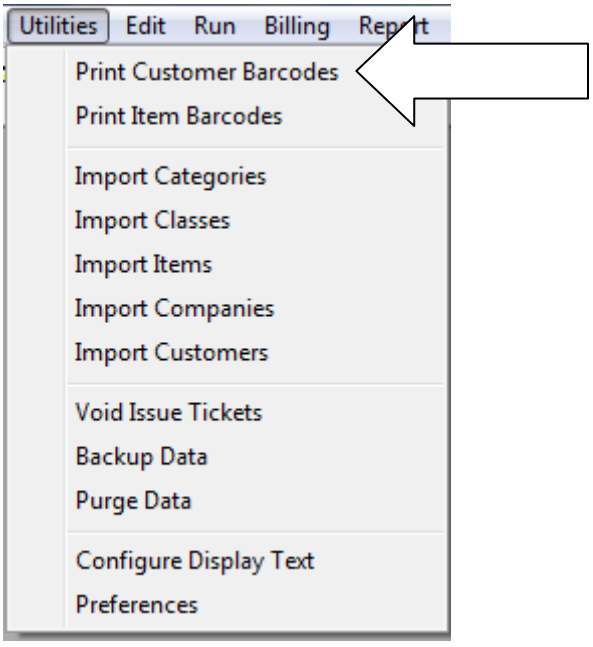


By selecting the Yes option, you are electing to exit the SB CIO System and return to your PC.

UTILITIES

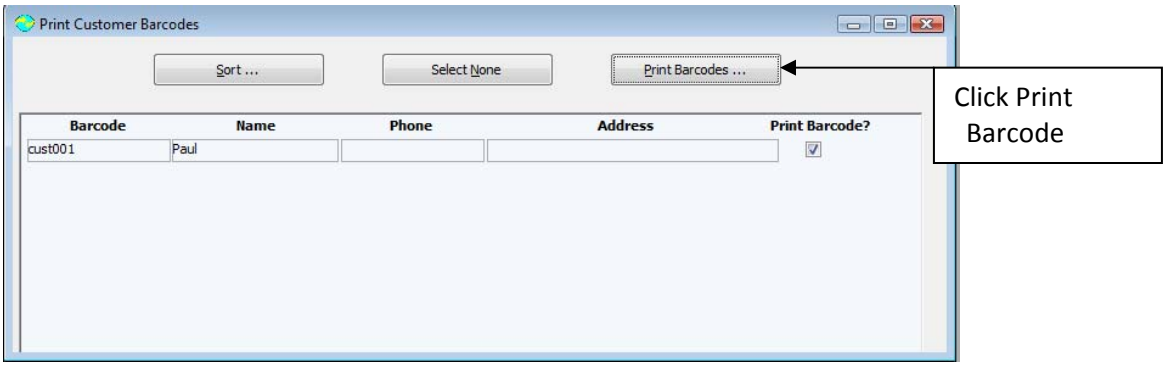


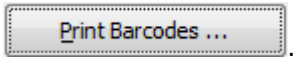
Print Customer Barcodes



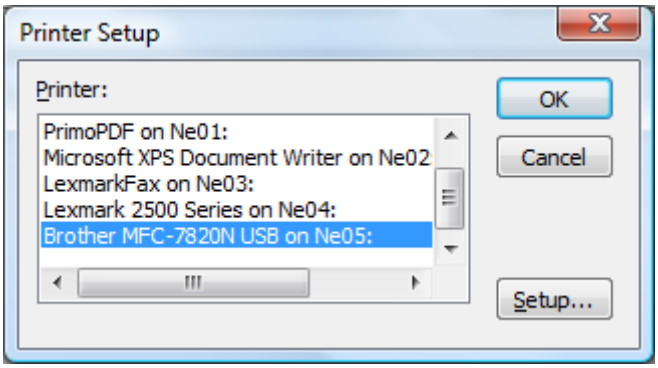
When clicking this option, the intent is to PRINT a specific customer's bar codes.

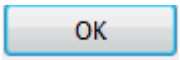
Step 1. As shown below, the customer Paul is checked.



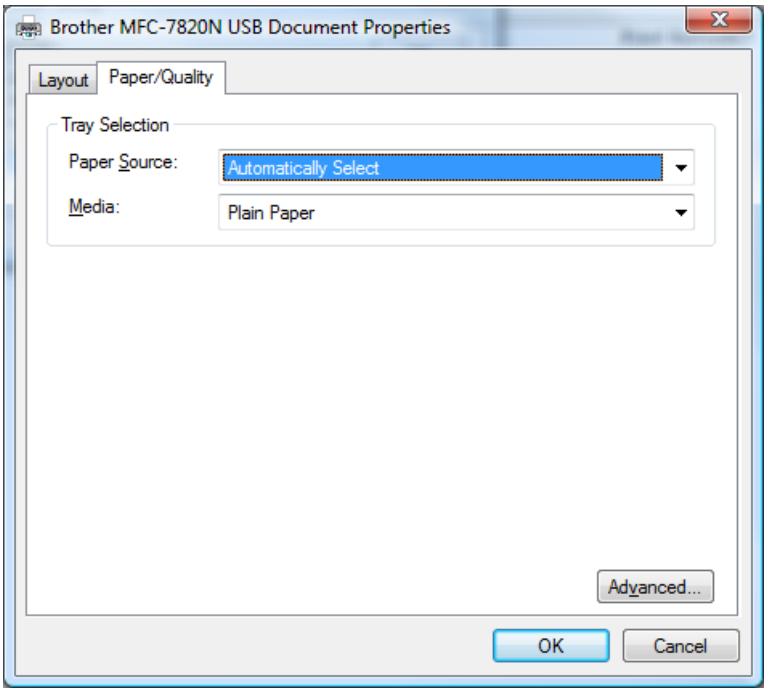
Step 2. Click the 

.

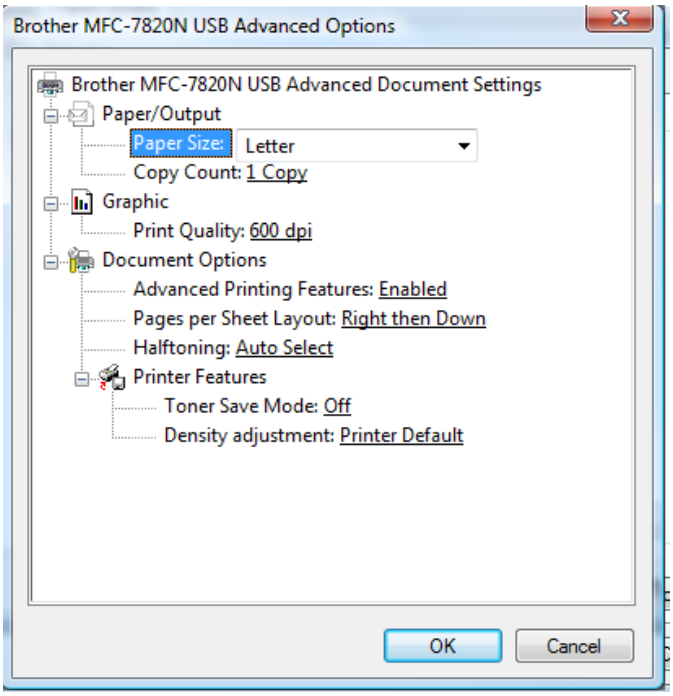


Step 3. Select the appropriate printer and Click 

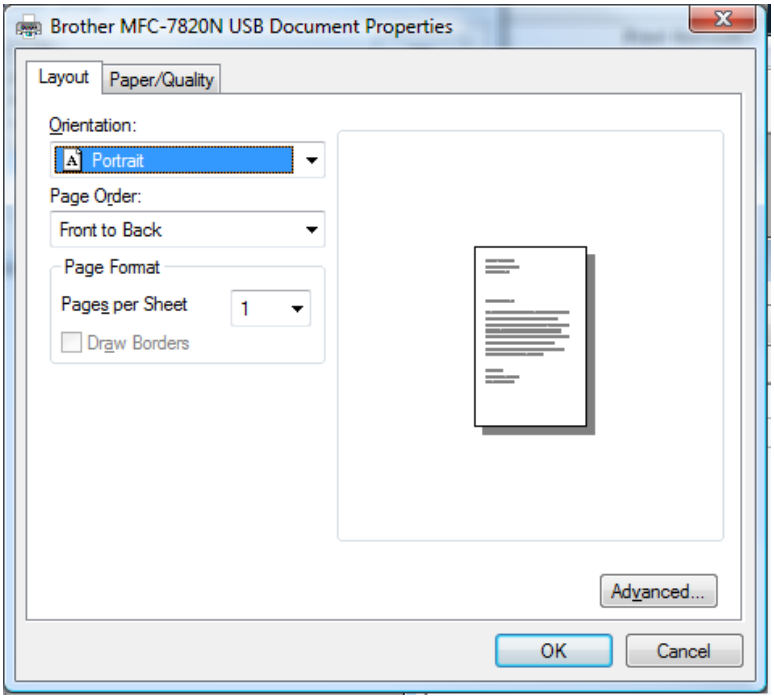
. The barcode labels for the customers that were checked off will print on the selected printer.



Step 4. Click OK.

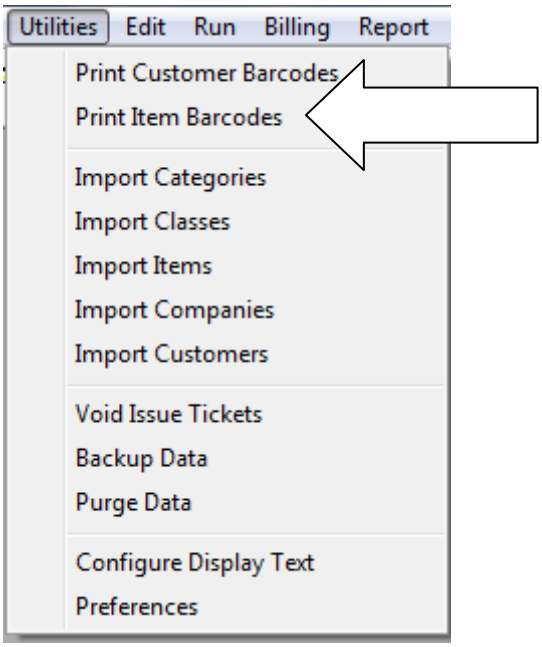


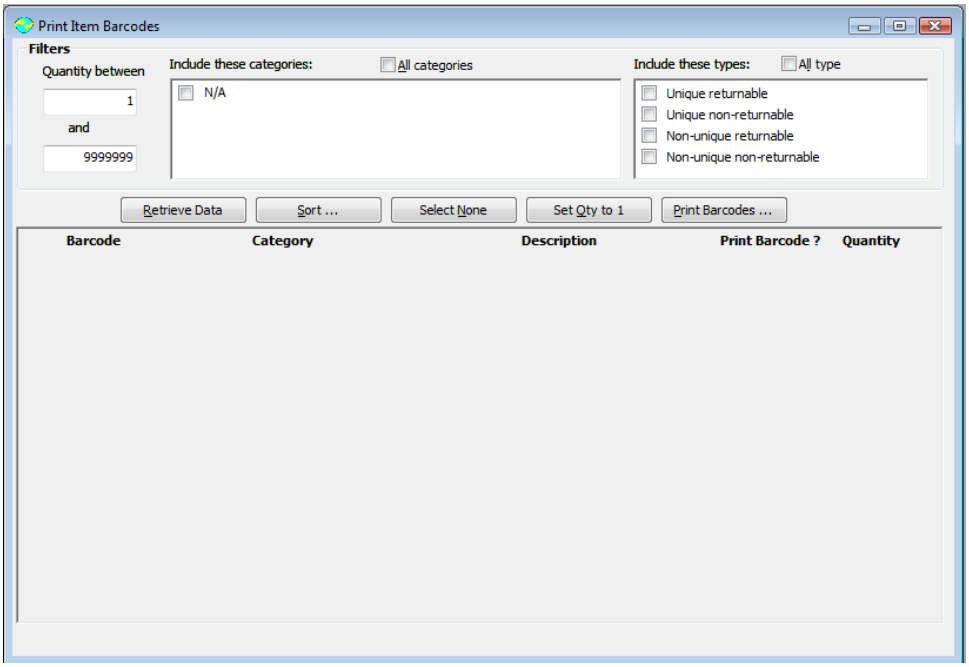
Step 5. Click OK.



Step 6. Click OK.

Print Item Barcodes





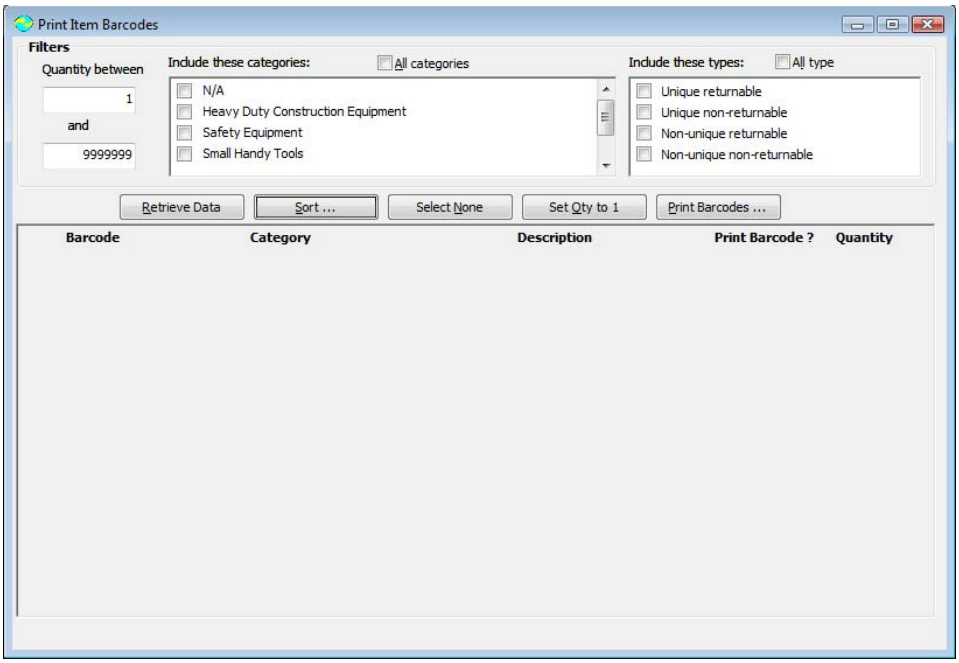
Step 1. Select the barcodes desired by filtering for the desired population of items. The following table demonstrates what is available using the filters in the Sample/Practice database.

	Types			
Categories	Unique returnable	Unique non-returnable	Non-unique returnable	Non-unique non-returnable
Not Applicable				
Heavy Duty Construction Equipment				
Masonry Manual/Hand Equipment				
Safety Equipment				
Small Handy Tools				
Ventilation Equipment				

Other Categories
Asbestos
Boiler, Hot Water Heating and Steam Fittings
Building Moving/Demolition
Cabinet, Millwork and Finish Carpentry
Ceramic and Mosaic Tile
Concrete
Construction Zone Traffic Control
Drywall
Earthwork and Paving
Electrical
Electrical Signage
Elevator
Fencing
Fire Protection
Flooring and Floor Coverings
Framing and Rough Carpentry
General Manufactured Housing
Glazing
Hazardous Substance Removal
Insulation and Acoustical
Landscaping
Lathing and Plastering
Lock and Security Equipment
Low Voltage Systems
Ornamental Metal
Painting and Decorating
Parking and Highway Improvement
Pipeline
Plumbing
Refrigeration
Reinforcing Steel
Roofing
Sanitation
Sheet Metal
Solar
Structural Steel
Swimming Pool
Water Conditioning
Water Well Drilling
Welding

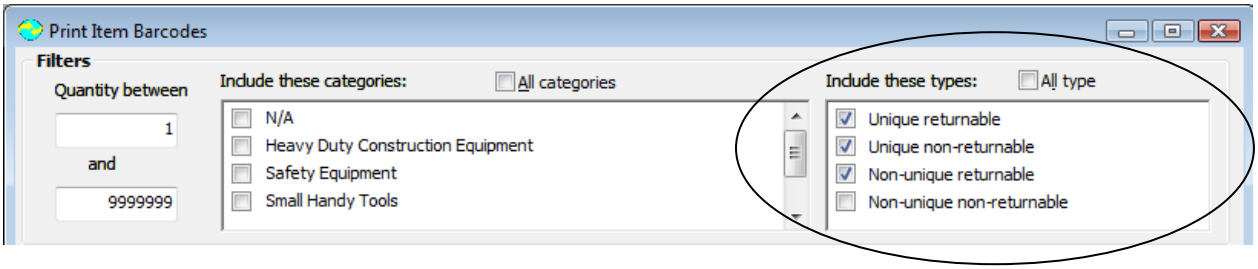
These are other sample industry categories that a User can apply to using SB CIO. This is not an all inclusive list.

For example, Machine Shop Tool Cribs is an excellent example that is not on the listing.

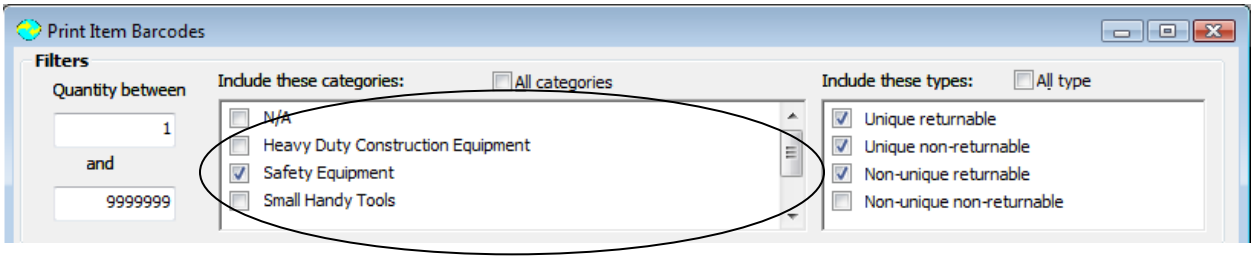


Step 2. Filter for the desired Barcode population. For this sample, the filter will be for (a)all Unique returnable, Unique non-returnable and Non-unique returnable items under (b) Category Safety Equipment with a (c) Quantity ranging from 1 to 9999.

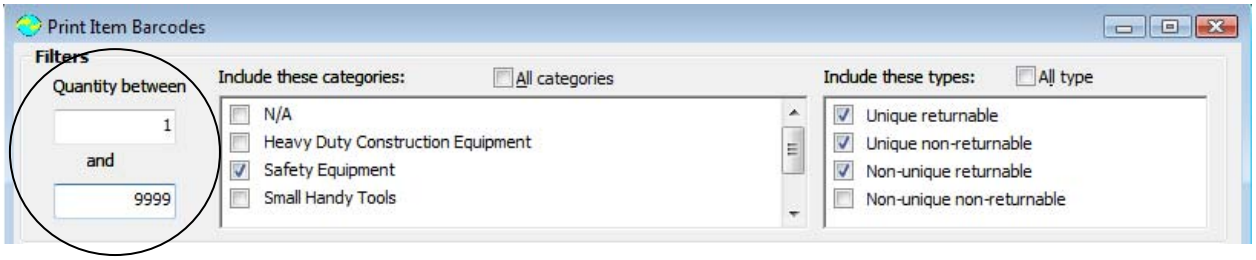
Step 2a. First, filter (Click ☐ each box for Unique returnable, Unique non-returnable and Non-unique returnable Barcode ***types***;

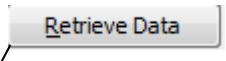


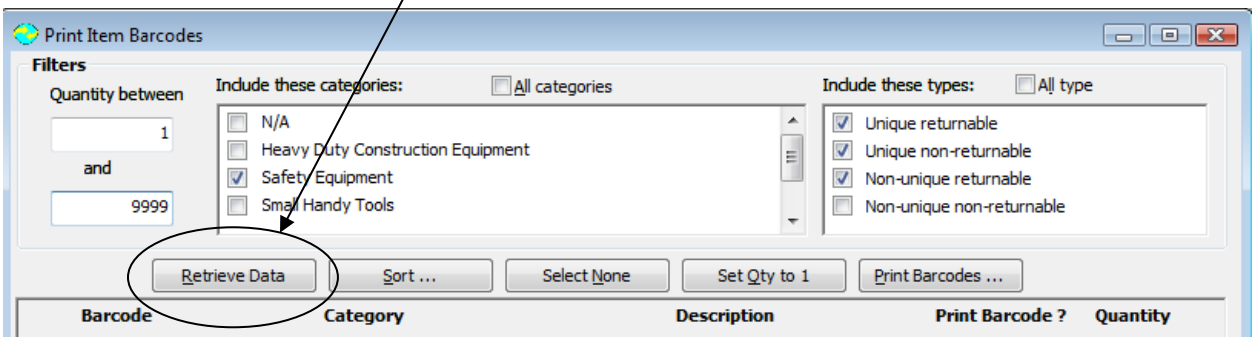
Step 2b. Second, filter (Click ☐ box for Safety Equipment each ***category*** of Barcodes;



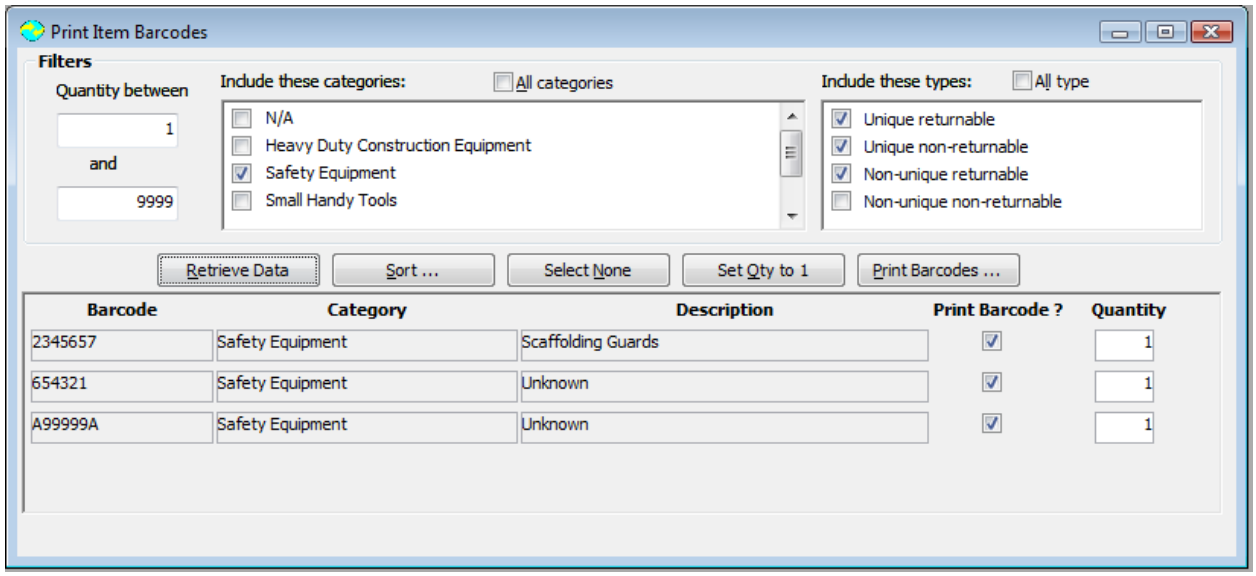
Step 2c. Third, select the Quantity range from 1 to 9999



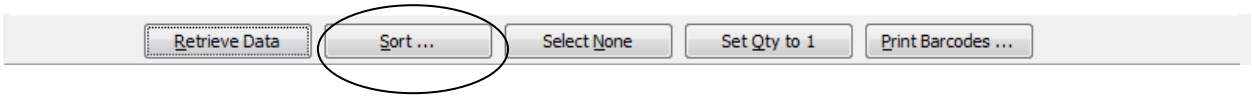
Step 3. Move the cursor and Click  to present the selected Item Barcodes.



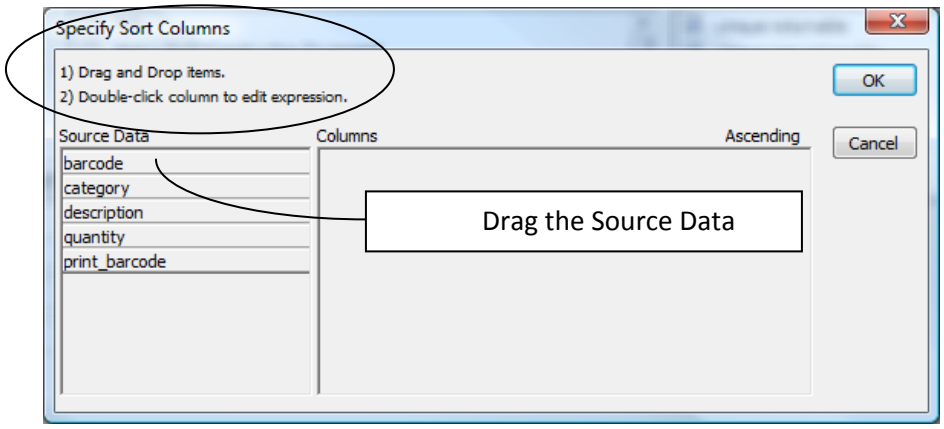
The following screen shows the filter results.



Step 4. Once the selected Item Barcodes have been there are additional actions which can be performed to further reduce the range of item barcodes to be printed.

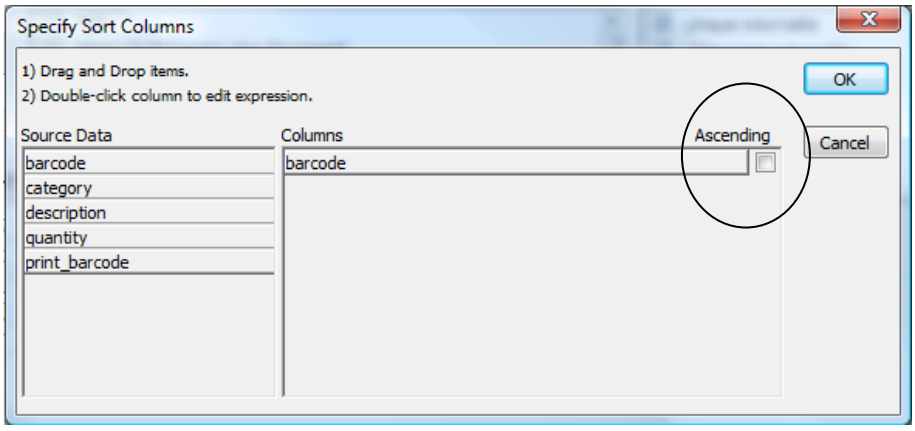


Step 4a If there is large population of items on the list, the list can be narrowed down by sorting. Sorting is done by Clicking Sort ... . When the Sort has been selected, the following screen will appear. Sort is Alpha/Numeric.

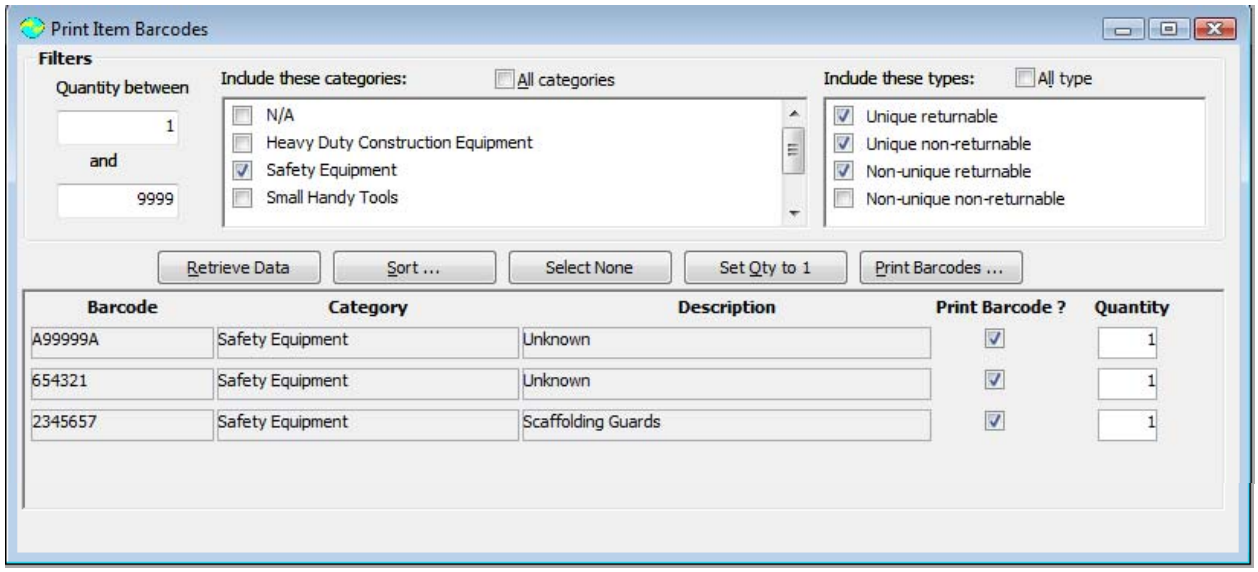


4a.1 The instructions on how to sort are shown on the upper-left side of the screen.

4a.2 Using the sample above, the sort will be by an Ascending Barcode sequence as shown below. If the desired Sort is to be in descending sequence, Click ☑ to un-check the option like so ☐.



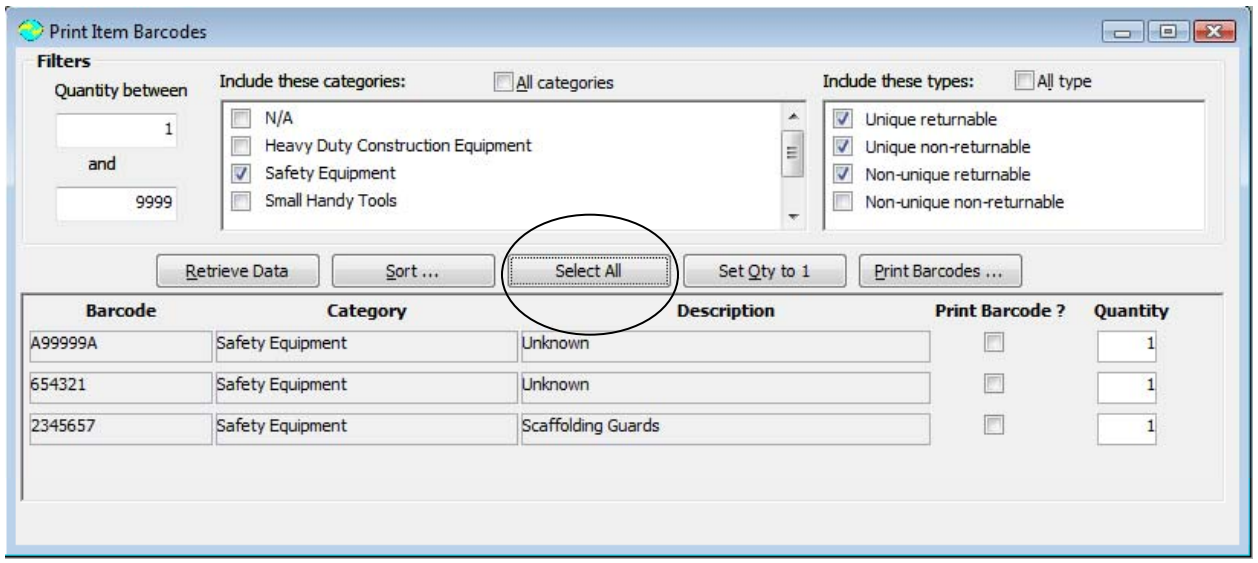
4a.3 Click OK to perform the Sort. The results are shown below.



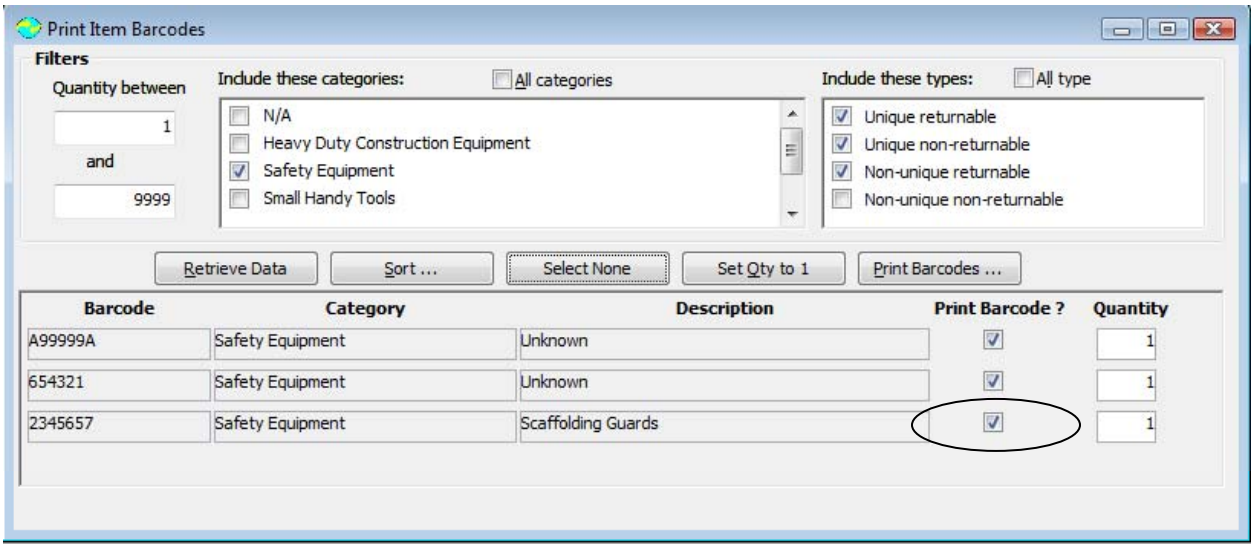
The Sort was accomplished according to the criteria selected: Descending.

Step 4b The next step is to determine is if the Items shown can be have actions on a mass basis. There are two options to perform such actions: Select None and Set Qty to 1.

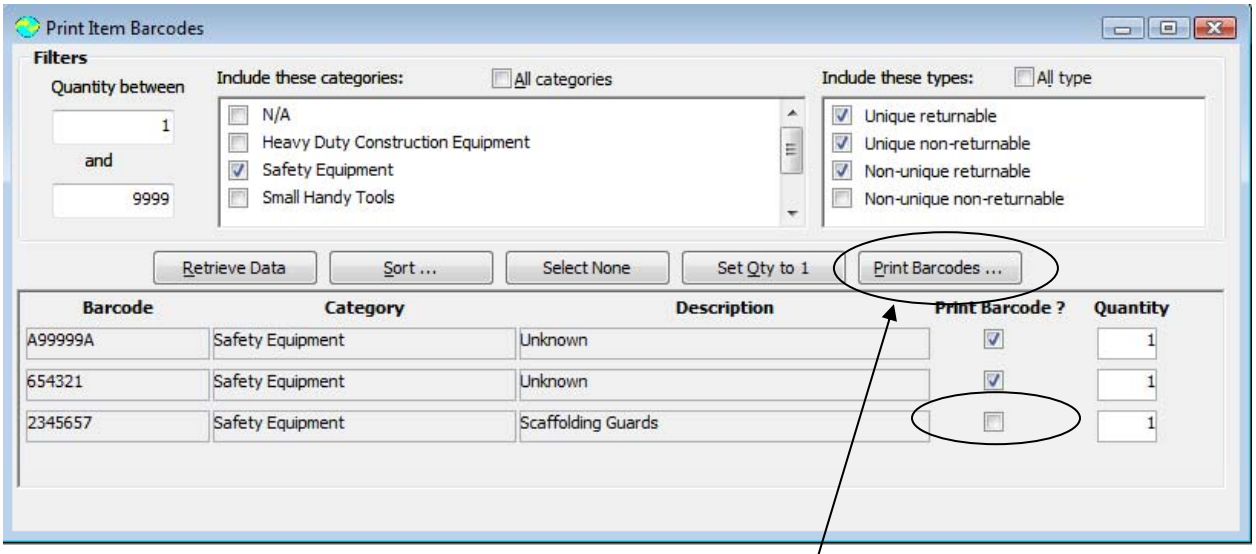
The Select None option will de-select all items as shown below. Compare to Step 4a.3 above. Note that when the Select None has been performed, an option to reverse the action taken, Select All, becomes available.



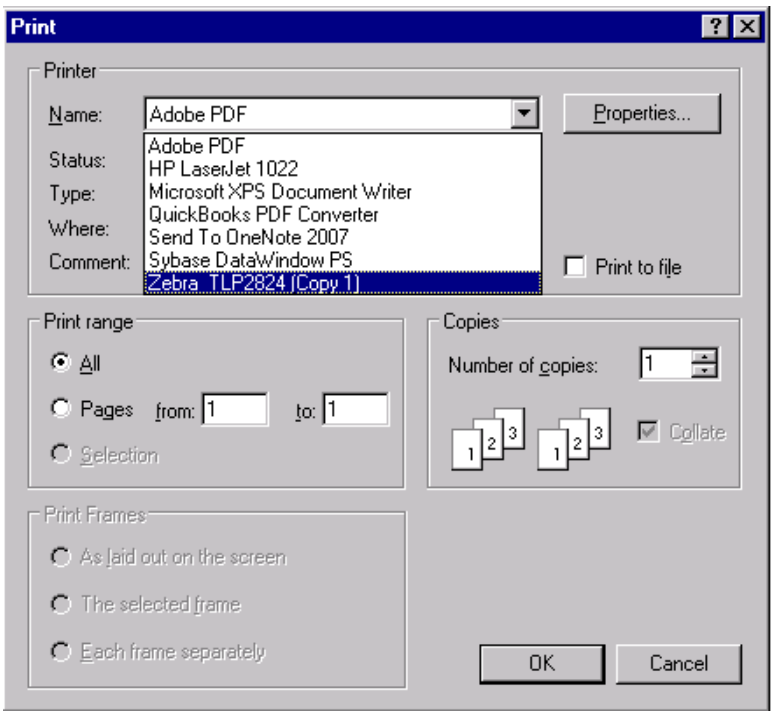
From this position, none of the Items above will print unless the Select All is invoked (this will be done but not shown).

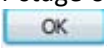


Step 4c Typically, last of these limiting actions is to decide which of the Retrieved Data that has been Sorted, available to print. This is accomplished by un-checking the items under the Print Barcode ? column . For this sample, bar code labels for the Scaffolding Guards will not be needed. Click ☑ adjacent to the Item mentioned. The box will become un-checked like so ☐.



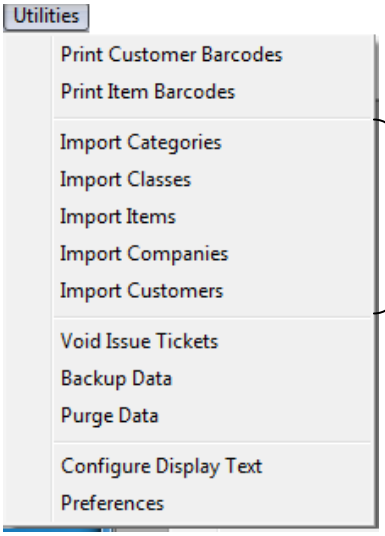
Step 5. To print the selected Item Barcodes, Click Print Barcodes ... . The following screen will appear.



Step 6. This is the printer stage of the printing process. Check the File/Printer Set on Page 8. Select the Printer and Click 

. The printing will start.

SB CIO Standard Importing Processes

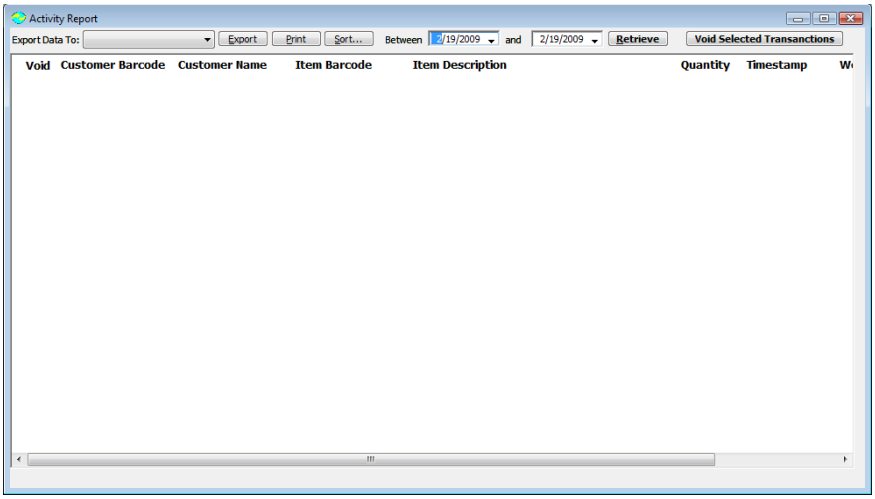


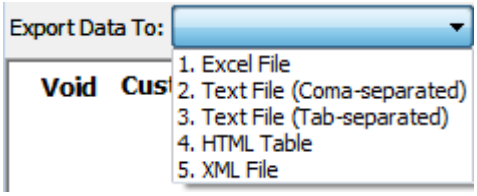
If you have Import activity to perform, call the following:

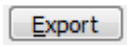
858-695-8296 for Support

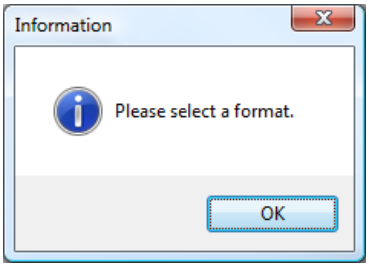
Other Useful Utilities

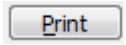
Void Issue Tickets



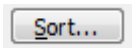




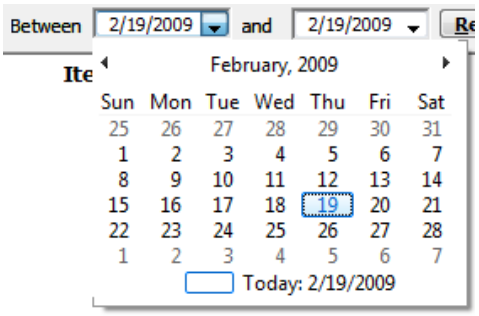




See the common SB CIO Print practices on Pg. 7



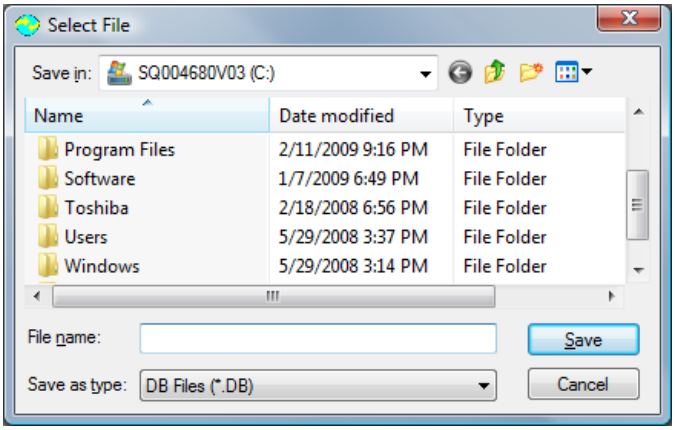
See the common SB CIO Sort practices on P. 8

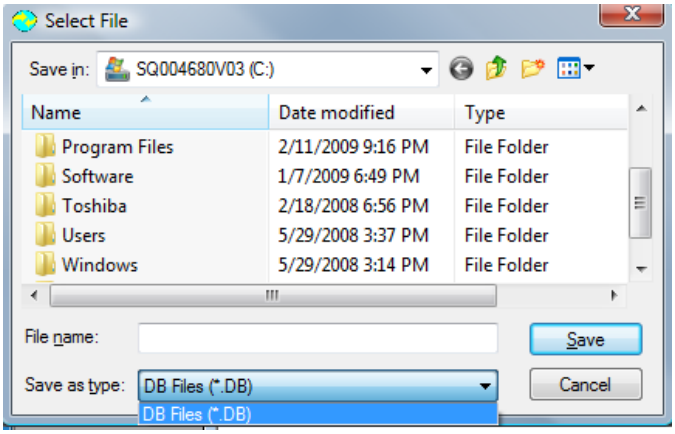


Field Descriptions

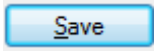
Void
Customer Barcode
Customer Name
Item Barcode
Item Description
Quantity
Timestamp
Work Area
Job Number

Backup Data



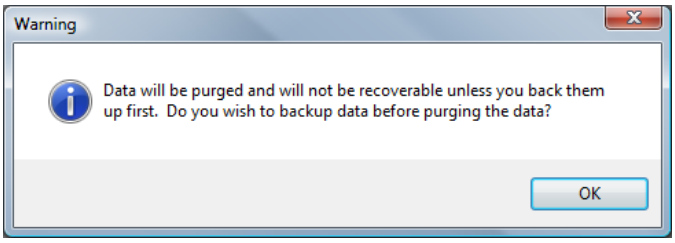


Note that there are ONLY data base files to be saved as shown above.

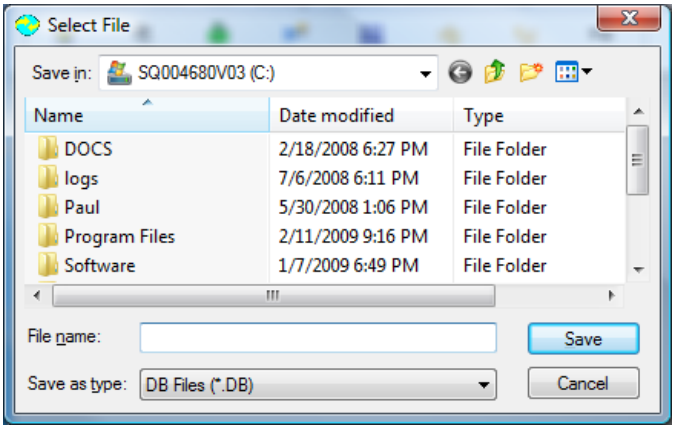
Select the file to be Backed Up (Saved) and Click the 

button.

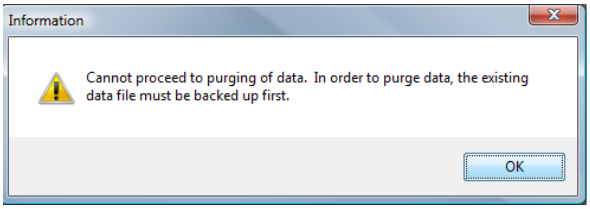
Purge Data

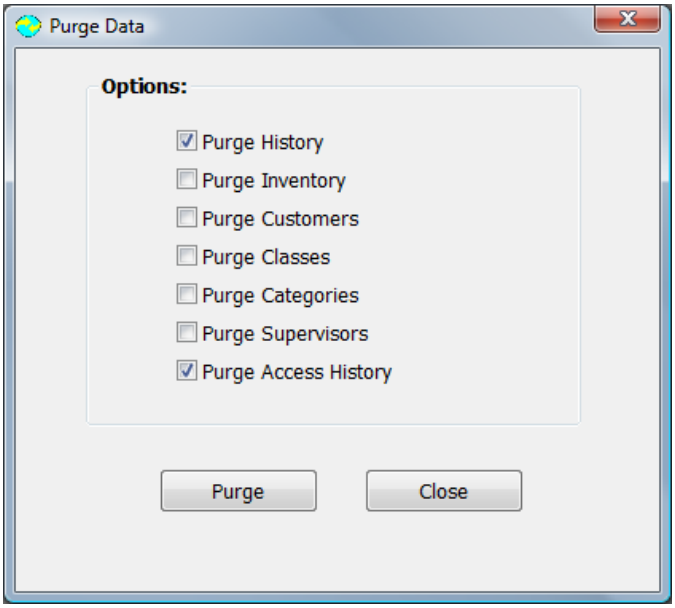

Warning
Data will be purged and will not be recoverable unless you back them up first. Do you wish to backup data before purging the data?
OK

When selecting this option, The Warning above will appear. This is to advise you that the system will not allow you to purge data without first having Backed Up selected files. When the OK is Clicked, the system will ask for a file(s) to be backed up.



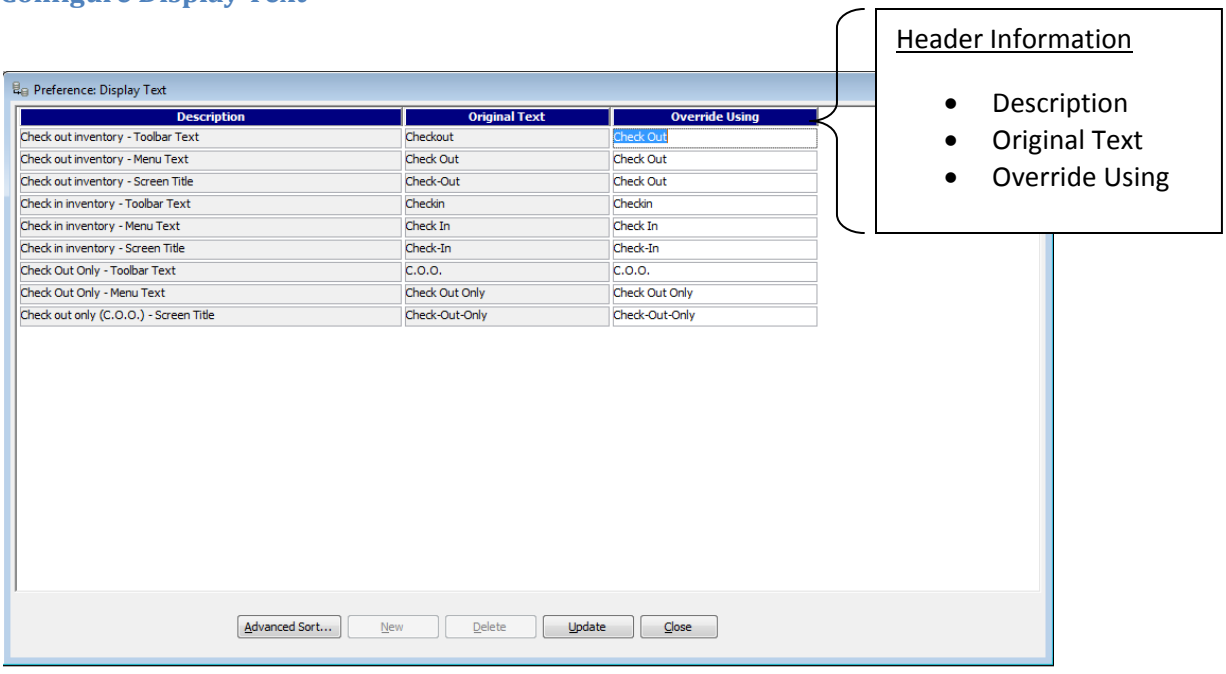
Select the file and save. If no files were saved and the Cancel option is selected, the system will provide an additional "Information" warning message to ensure proper SAVE procedures are followed.



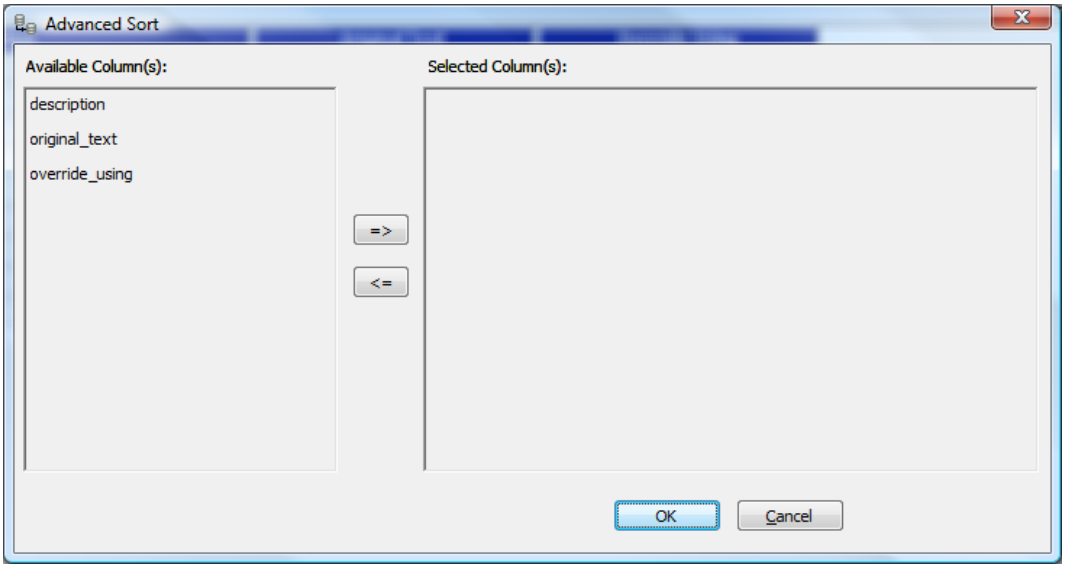


Unless the appropriate files have been selected for SAVE, the User will not see this table where Purge can occur. Since the purging of files is a serious action that can affect the operational and financial health of a small business, these extra precautions are provided.

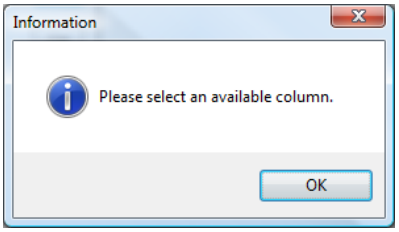
Configure Display Text



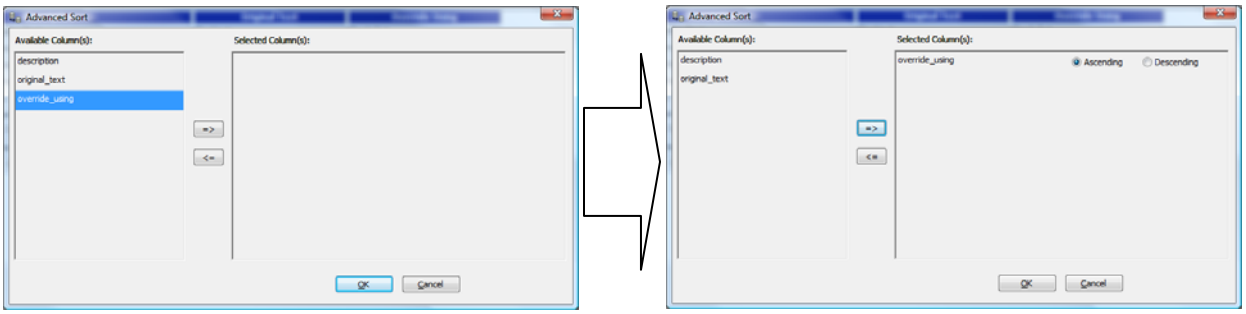
This screen provides the means to change the display to your preference. Click Advanced Sort... and the screen below will appear.



Note that the available columns are those on the previous screen's Header. In order to perform a Sort, a value in the Available Column needs to be selected. If no selection is made, SB CIO will respond with the following screen:



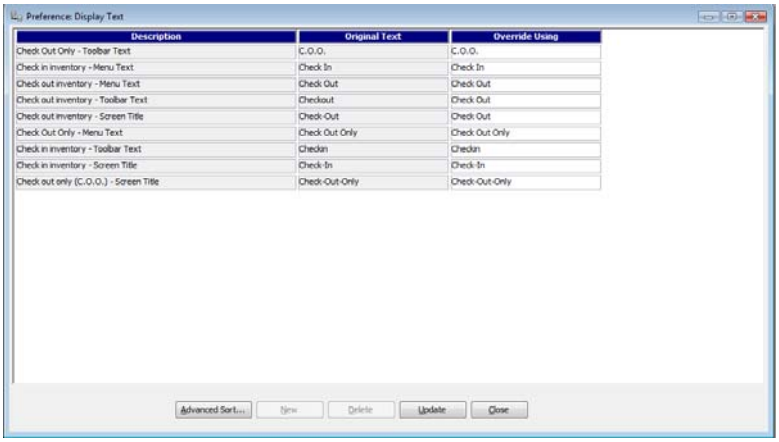
By selecting an option in the Available Column and Clicking [=>], the selection will be moved to the Selected column (To be sorted) of the display as shown below:



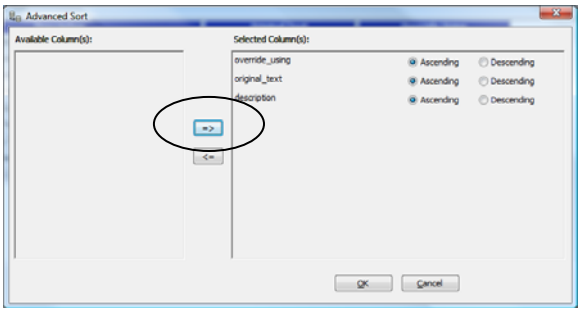
When selected column is highlighted……. **and moved to the right side of the display.**

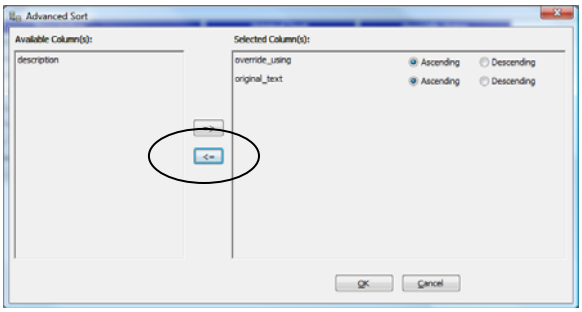
<u>To move to the right for Sort, Click [=>]; to move to the left to remove from Sort, Click [<=].</u>

The selected column defaults to an Ascending sort. If this acceptable, click the [OK] button. The data in the screen will be sorted and appear as shown below.

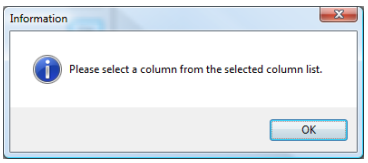


Note that it was the third column, the "Override Using" column that was sorted. ALL THREE COLUMNS CAN BE SORTED. An example is shown below:

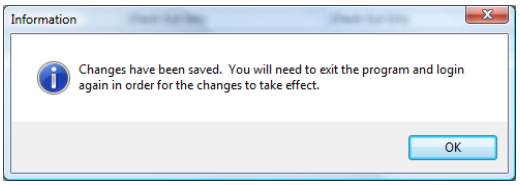




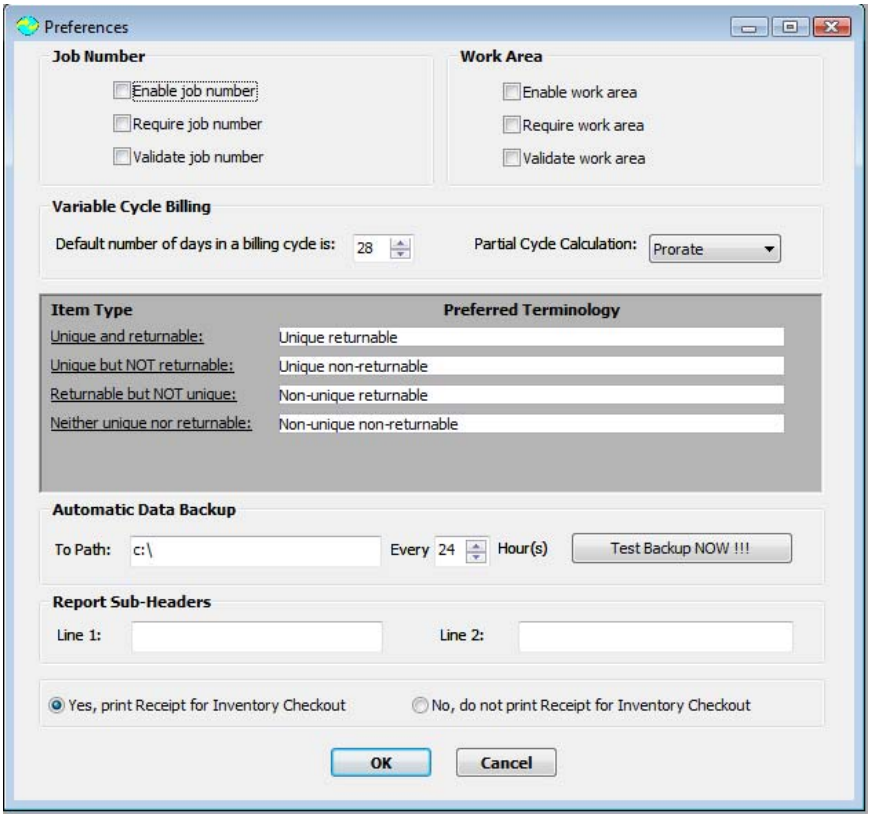
A selection can also be reversed by selecting the option and Clicking <= as shown above:
If an Available Column was not selected, the following screen will appear informing that a column needs to be selected.



When satisfied with the Sort, Click Update. The system will respond with an advisory note as shown below.


Information
Changes have been saved. You will need to exit the program and login again in order for the changes to take effect.
OK

Preferences



The preferences established herein are system-wide settings. They affect, job numbers, work areas, billing cycles, backups, reports and whether receipts will be printed at the time of an Inventory Checkout.

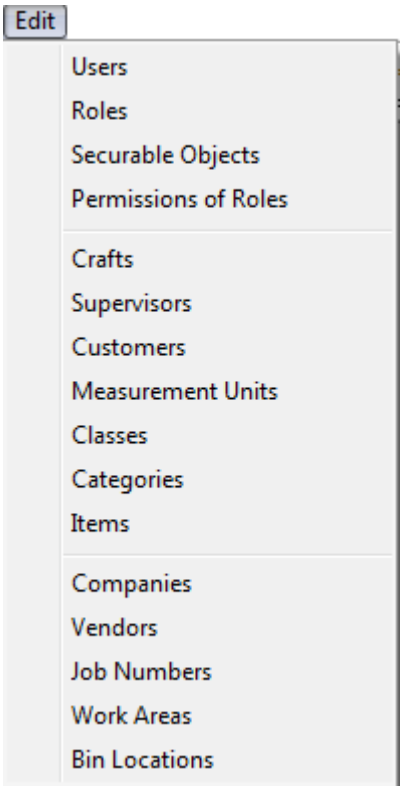
Variable Cycle Billing
A number from 0 thru 999
-Prorate
-Round Down
-Round Up

Partial Cycle Calculation
The options are

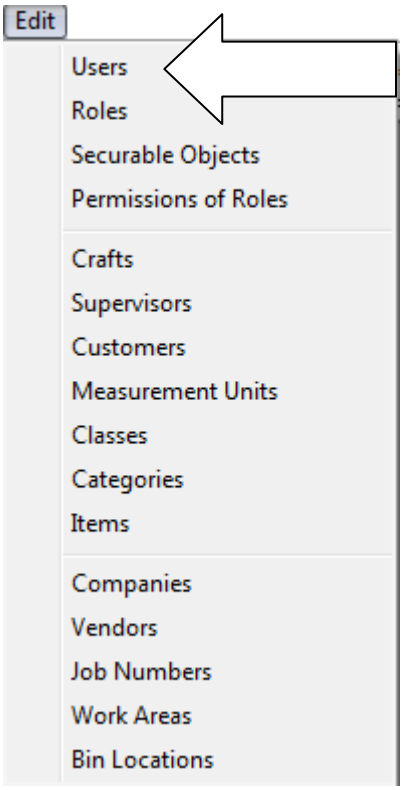
Automatic Data Backup
Frequency can range from 1 to 999 hours

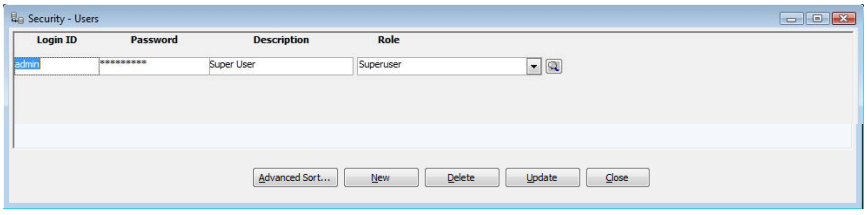
Report Sub-Headers
These are user defined and will affect reports.

Edit


Edit
Users
Roles
Securable Objects
Permissions of Roles
Crafts
Supervisors
Customers
Measurement Units
Classes
Categories
Items
Companies
Vendors
Job Numbers
Work Areas
Bin Locations

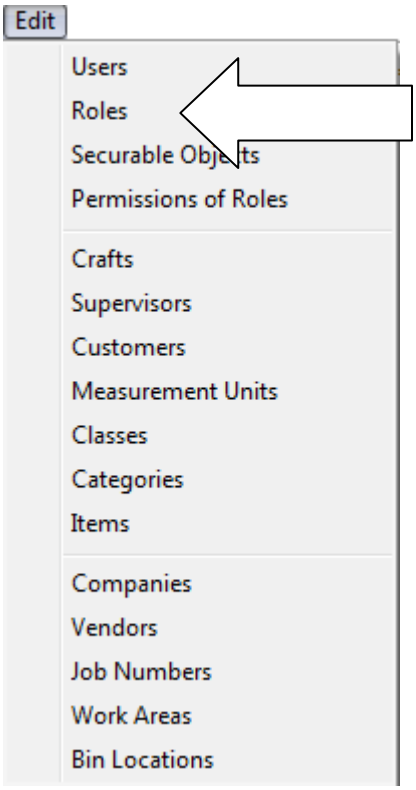
Users

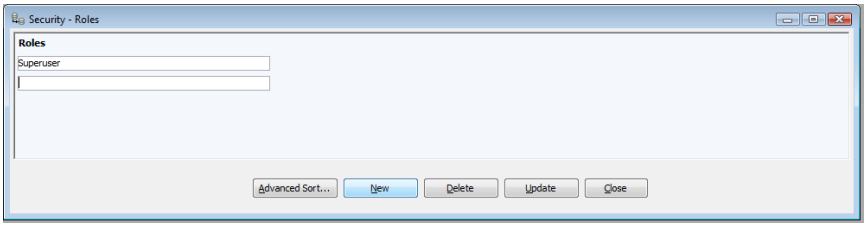




This session has a prerequisite: Roles. Additionally, this description will not be made available in this guide. It is reserved for the System Administrator.

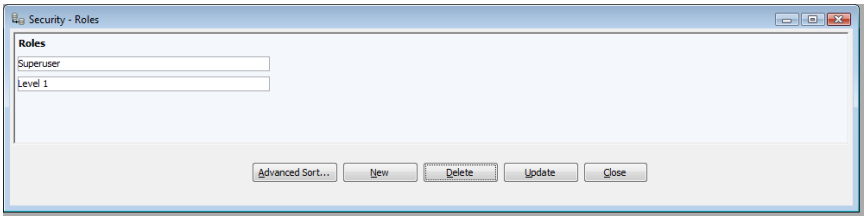
Roles



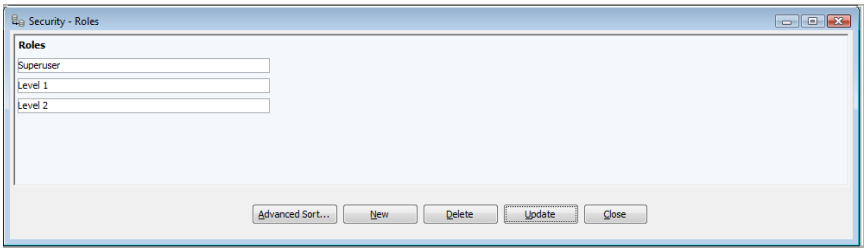


This session is used to define the roles of the personnel that are to have access in SB CIO.

1. To add a new role, Click New. The above screen will change to the one below to provide entry of a new role:

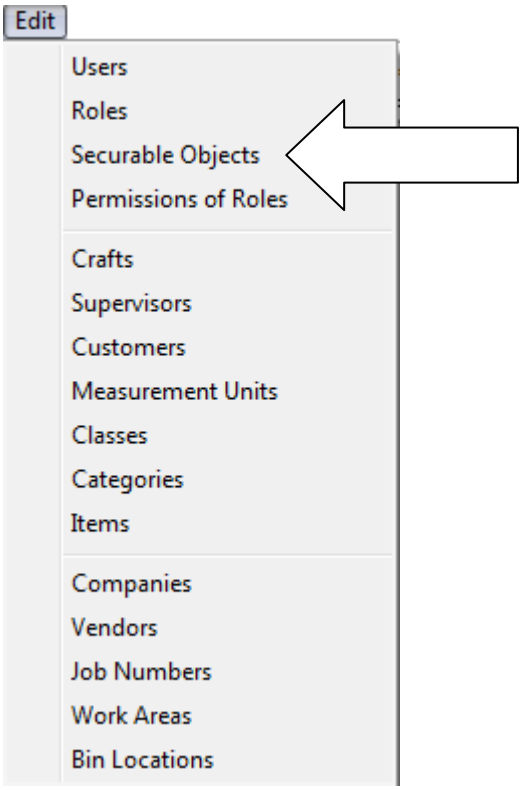


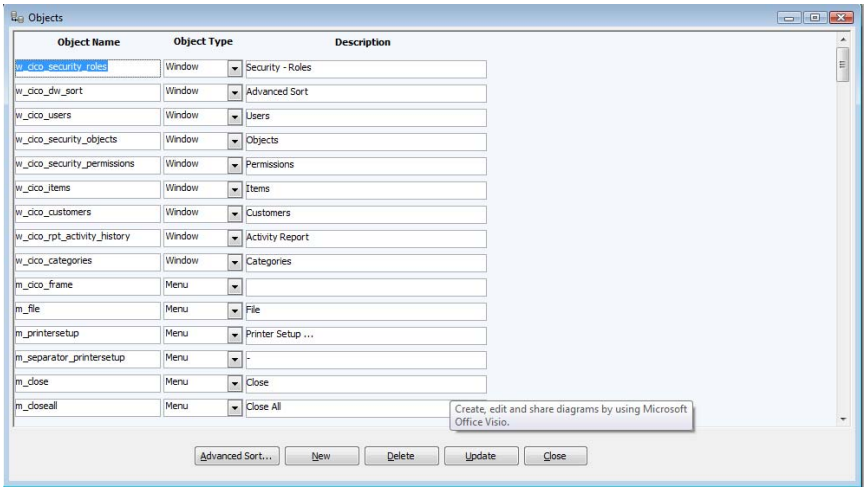
2. Two entries will be made: Level 1 for Supervisors and Level 2 for Craftsmen. Enter "Supervisor", Tab to the next field and enter "Level 1", then Click Update. Repeat and add "Level 2". The screen below reflects the Level 2 addition. When done, Click Close.



3. New role can be added one after the other. When all have been entered, Click Update. When done, Click Close.

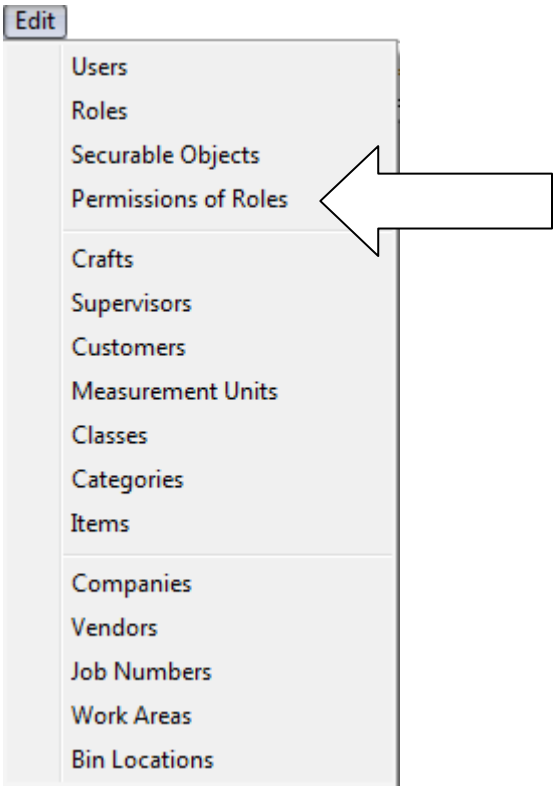
Securable Objects

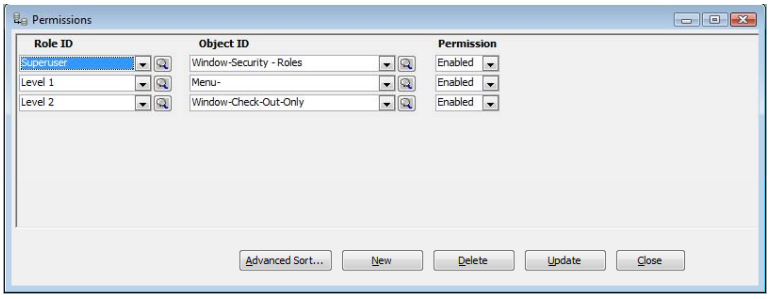




This is the task of the system administrator. No detail will be provided. This will remain secure information.

Permissions of Roles

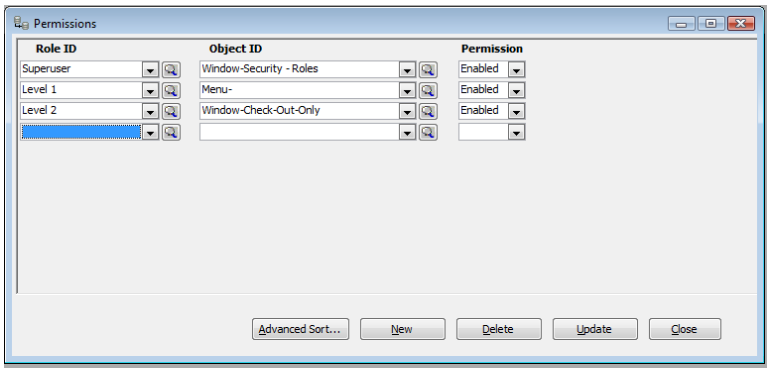




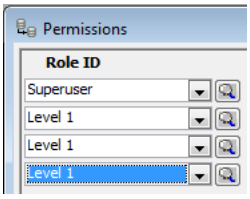
This screen is used to determine the responsibility(s) of a User assigned a role and establish security for the use of eligible menus. As can be seen in the above example, the SuperUser is permitted to use the Window-Security-Roles function (Object Id); Level 1 Supervisors are entitled to the Menu and Level 2 Supervisors are authorized to invoke Window-Check-Out-Only function.

1. To link a Role Id to an Object Id, move the cursor to the

icon and Click and the program will add a new row as seen in the next screen.

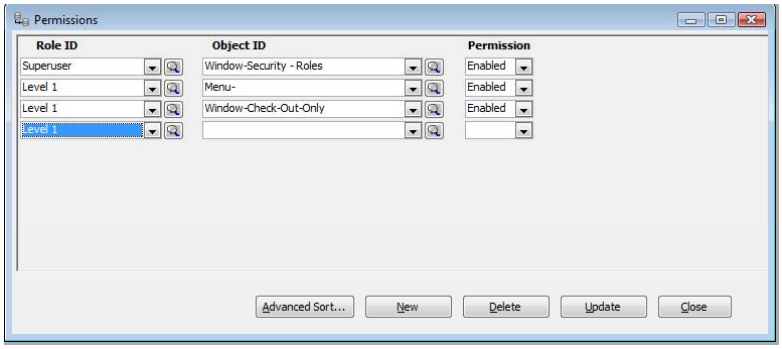


2. Move the cursor to the Role ID column and Click to display and select from the options available. NOTE: The glasses perform the same functions shown below. For this guide, the carrot will be to the extent possible for training purposes.

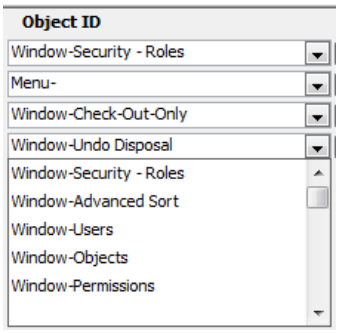


This drop-down window displays the existing Role IDs already created. If a selection does not exist, the role must be pre-identified with the Roles screen.

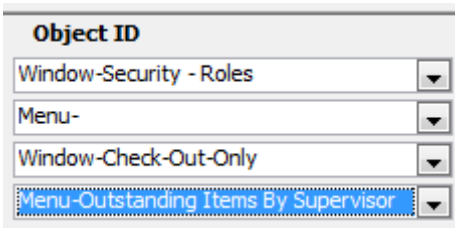
3. Move the cursor to the option selected and Click. The option will become highlighted and then placed in the new position under the Role ID column as shown below.



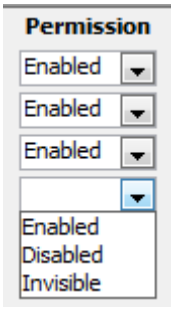
4. Move the cursor to the Object ID column and Click on the downward carrot . The drop-down window for selection appears as shown below:



5. Scroll down to the Object ID desired and Click. The selection will become highlighted and move to the top as shown below.



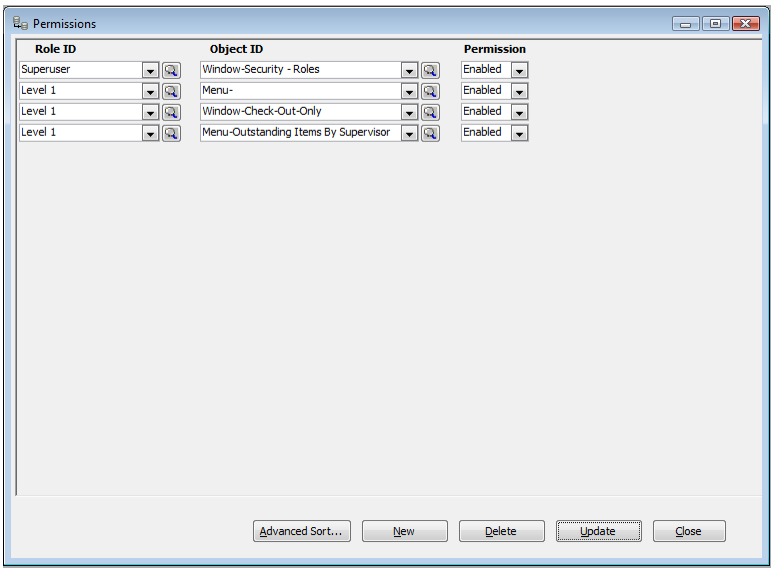
6. Move the cursor to the Permission column and click the downward carrot . The drop-down window will appear as shown below.

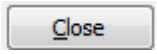


7. Note that the permission is granted (Enabled) and revoked (Disabled). Blank means that for this role, the Menu will not be visible to the User with this role assignment. Select the Permission option desired and Click. The option selected will become highlighted as shown below.

8. With this last step completed, move the cursor to the

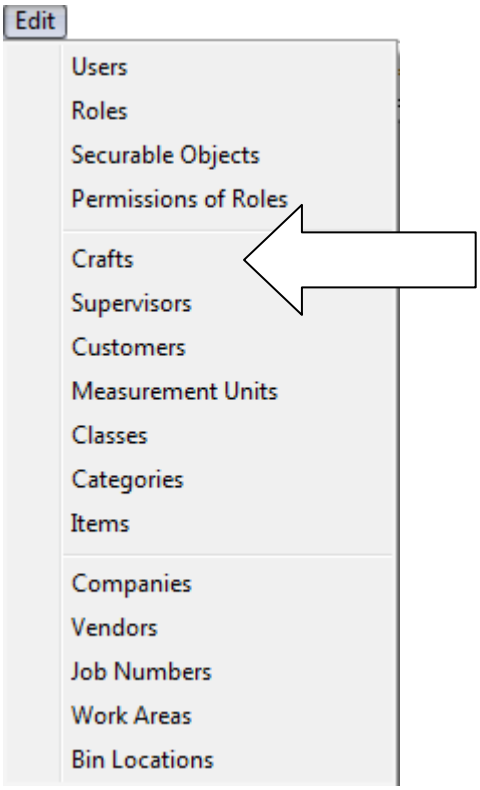
option and click, The initial screen will be updated as shown below.

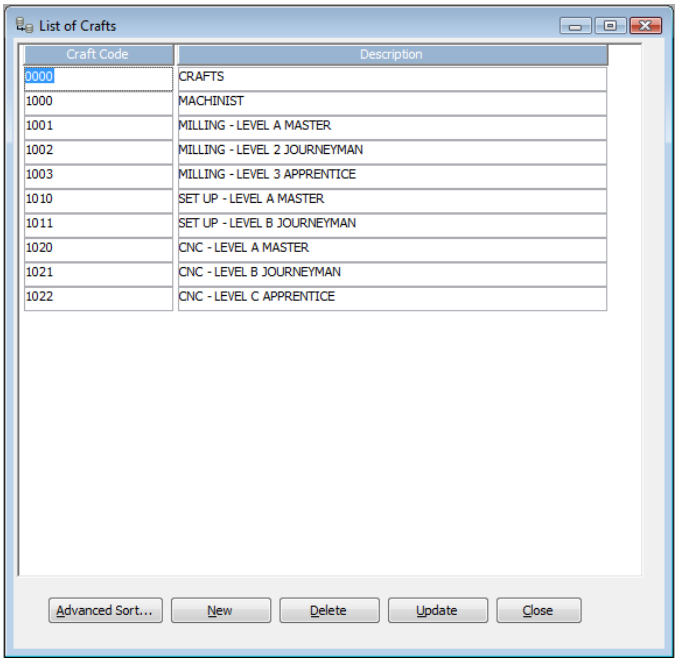


When done, Click 

.

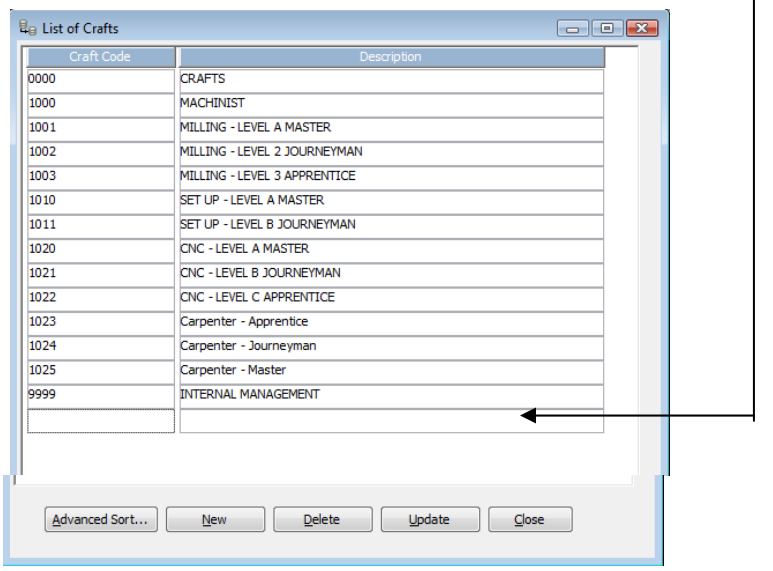
Crafts


Edit
Users
Roles
Securable Objects
Permissions of Roles
Crafts
Supervisors
Customers
Measurement Units
Classes
Categories
Items
Companies
Vendors
Job Numbers
Work Areas
Bin Locations

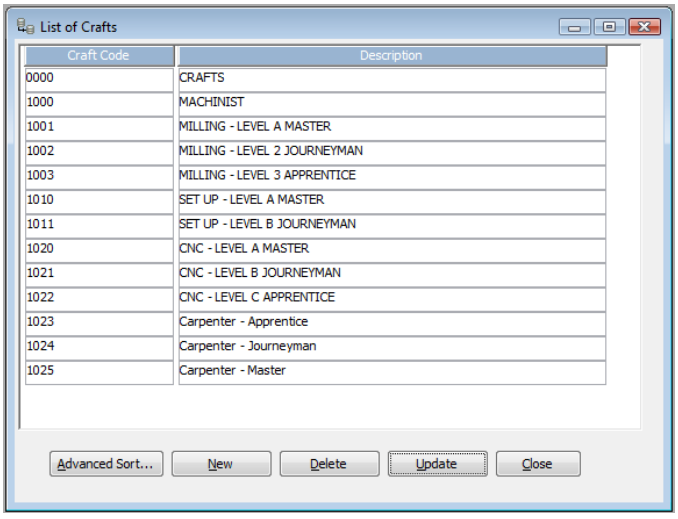

List of Crafts
Craft Code
Description
0000 CRAFTS
1000 MACHINIST
1001 MILLING - LEVEL A MASTER
1002 MILLING - LEVEL 2 JOURNEYMAN
1003 MILLING - LEVEL 3 APPRENTICE
1010 SET UP - LEVEL A MASTER
1011 SET UP - LEVEL B JOURNEYMAN
1020 CNC - LEVEL A MASTER
1021 CNC - LEVEL B JOURNEYMAN
1022 CNC - LEVEL C APPRENTICE
Advanced Sort...
New
Delete
Update
Close

Crafts identify what work is to be done. It assists in identifying which craft, or trade, uses what type of equipment or what type of machinist uses what type of tooling. To add a Craft Code and Description, proceed with the following:

1. Move the cursor to the New and Click. A new line will appear as shown below:

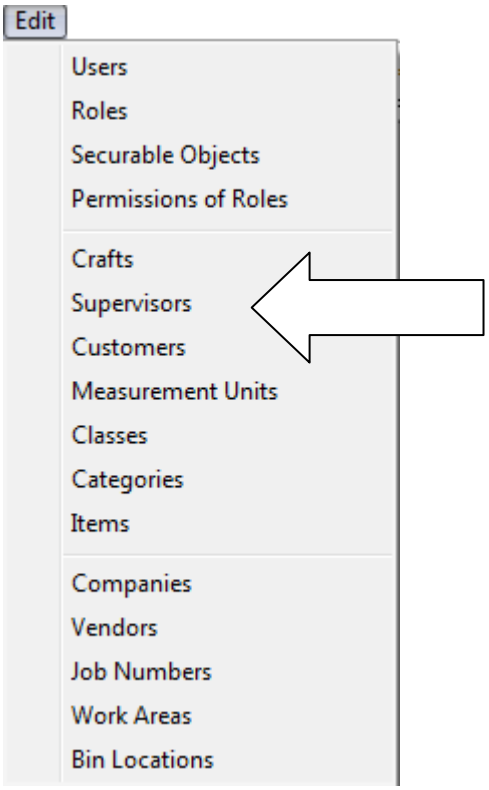


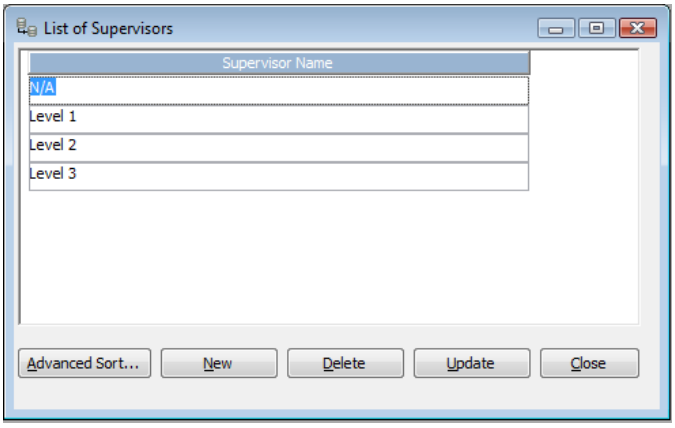
2. Enter the Name of the Code; then Tab to the Description field and enter the description of the Craft Code. When add the additions are performed, move the cursor to the Update and Click. The following screen depicts the addition of 3 new codes.



3. If there are no others, Click the Close button.

Supervisors

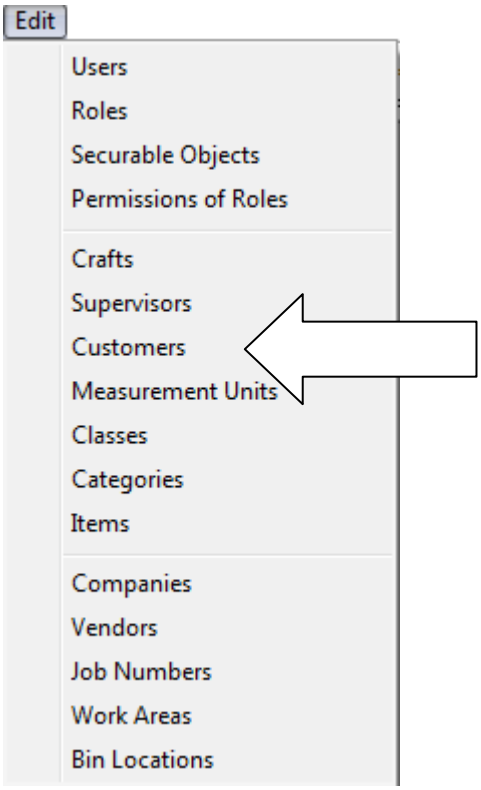




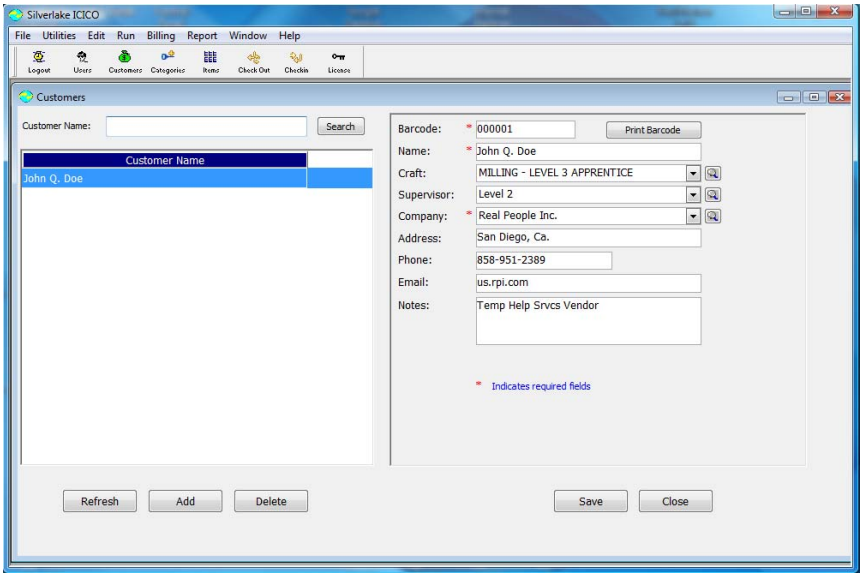
The supervision is identified with this screen. The only element that needs to be entered is the Supervisor's name or a code. In either case, this is a 1-Step process.

1. Click New and then enter the name of the supervisor or the code for the supervisor.
2. Click Update.
3. If done, Click Close.

Customers



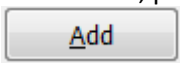
Depending on the type of operation SB CIO Inventory Control is being used in, CUSTOMERS represent parties that are renters of rental equipment, machinists who are checking out tooling, Tradesmen who are checking out tools for a construction work area or site. Other industry areas can use this system as well



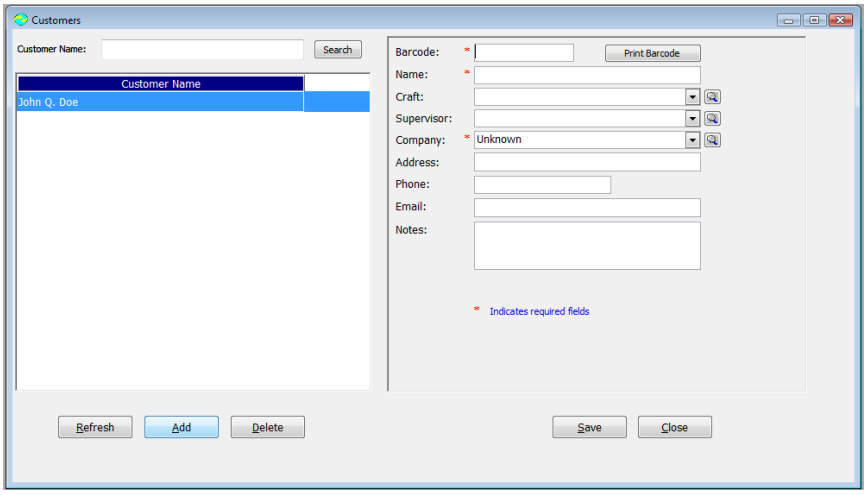
Before entering a customer, a brief overview of the fields available when creating a customer is advisable.

Customer Name	This is the display that shows all current Customers
Barcode	This identifies the Customer
Name	The actual Name of the Customer with a unique barcode
Craft	What the Customer does
Supervisor	The Customer's Supervisor Name
Company	The Company that the Customer works for.
Address	The address of the customer or the Customer's company. *This system is not structured for invoice mailing.* That is why the following 2 fields are added.
Phone	The Customer's contact telephone number
Email	The customer's or Company's email address
Notes	The full address can be entered here along with the Customer's FAX number

To enter a new customer, proceed as follows:

1. Click 

and the screen changes.



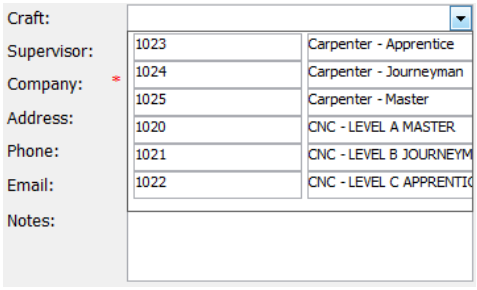
2. Enter the Barcode to apply to this Customer Name and hit the

key;

3. Enter the Name of the Customer and hit the

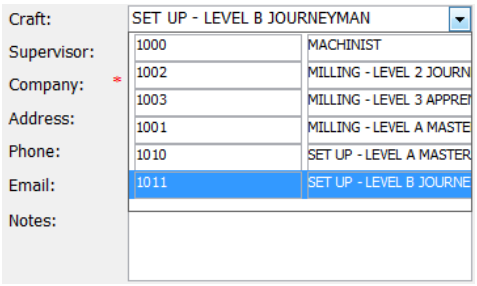
key;

4. Select the Craft by using the carrot for search. The dropdown window will appear as follows:

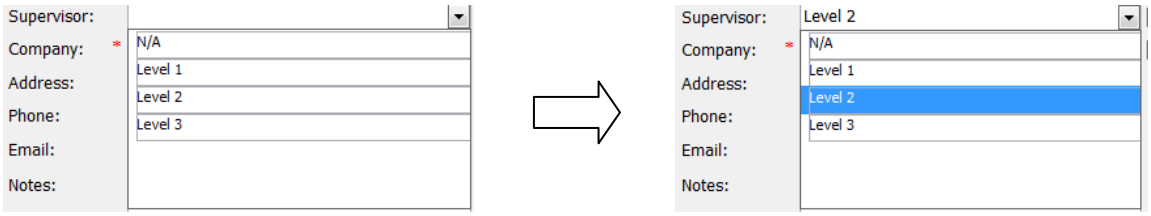


5. Scroll down until the appropriate craft becomes visible. To scroll down, press either the down arrow key or the page down key. Move the cursor to the craft desired and Click.

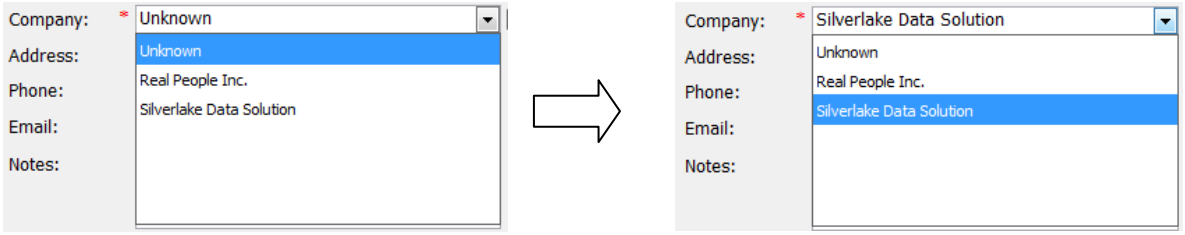
6. The selection will be highlighted as shown to the right. Hit the Tab key to move to the next field, Supervisor.



7. Select the Supervisor by following the same path as with the Craft selection steps. The dropdown window will appear from which the search is performed, the appropriate Supervisor is identified, selected and after selection. Tab to the Company selection.



8. Select the Company by following the same path as with the Supervisor selection steps. The dropdown window will appear from which the search is performed, the appropriate Company is identified, selected and after selection. Tab to the Address entry.



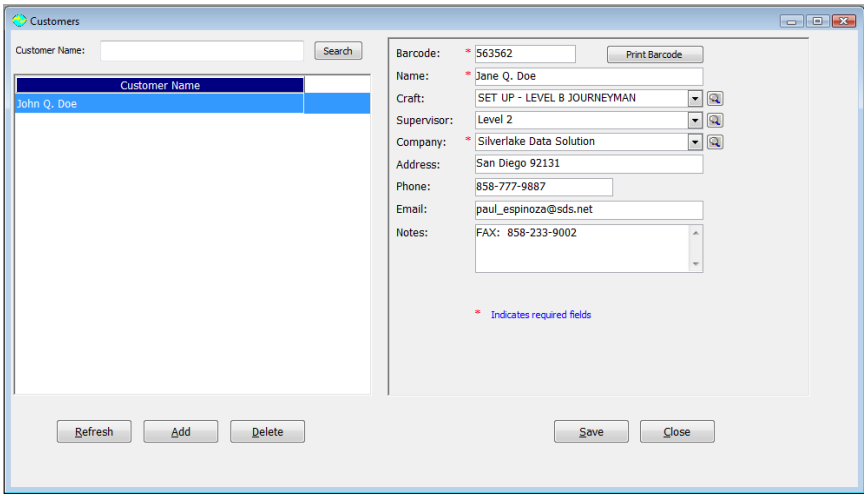
9. Enter an address. Remember that this does not support mailings of invoices as described at the outset of field definition and limitations. Therefore, enter a street or city. This is a free-form field.

10. Enter a telephone number

11. Enter an email address

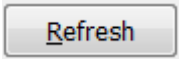
12. Entre any notes. This may include a FAX number or the full address of the Customer Name or Company.

The final screen with all the fields filled in follows:

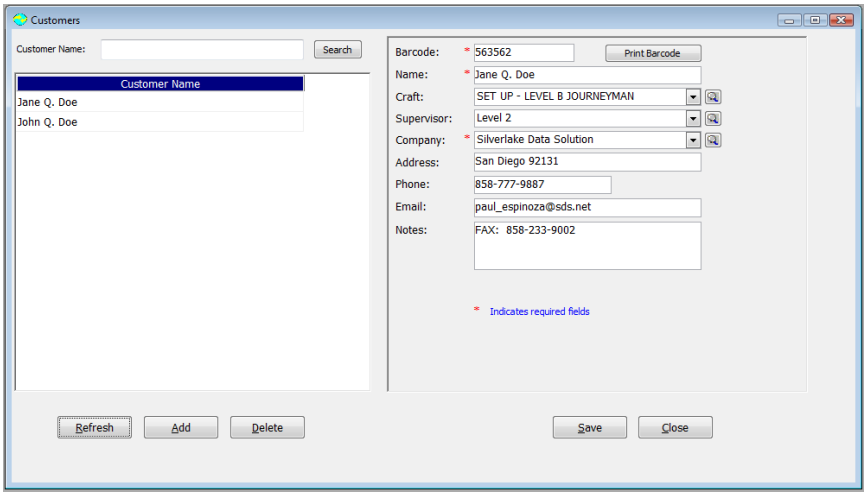


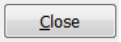
13. After all entries are complete, Click

.

14. To show the new Customer Name on the left side of the screen, Click 

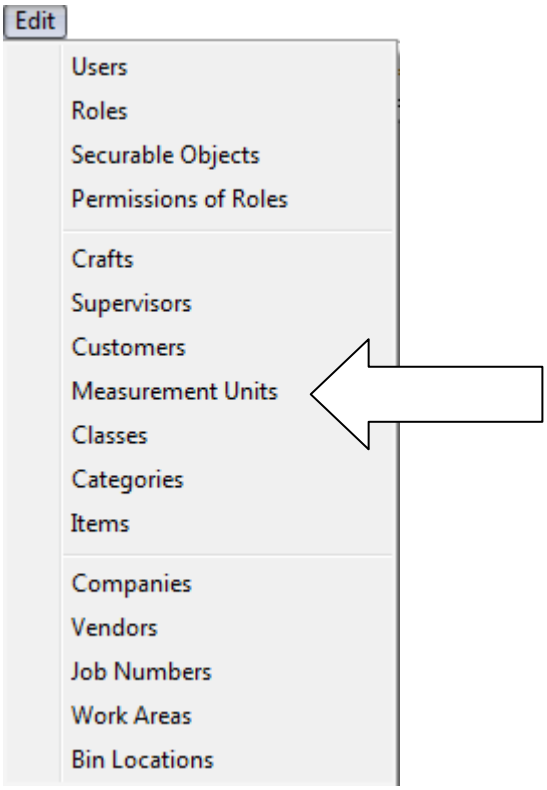
. The screen that follows will show the new Customer Name.

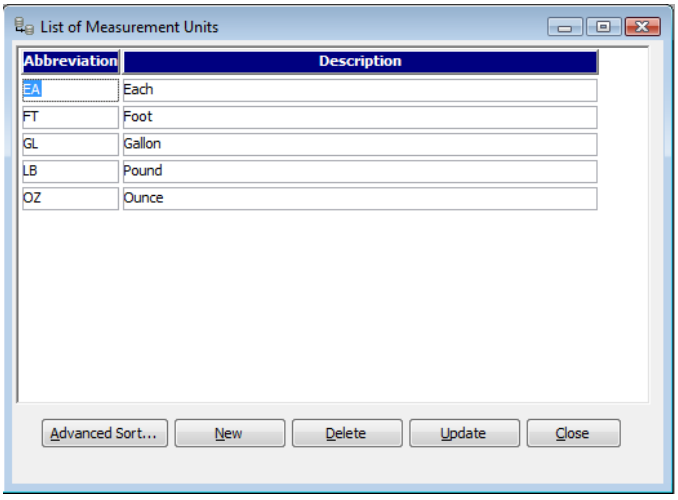


15. If there are no more Customer Names to be added, move the cursor to the 

button and Click.

Measurement Units

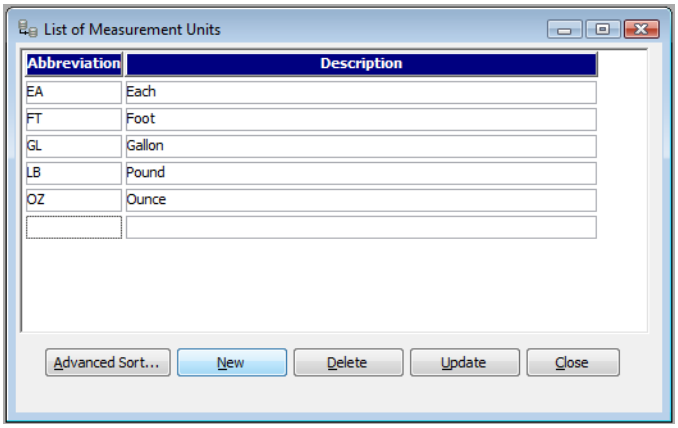




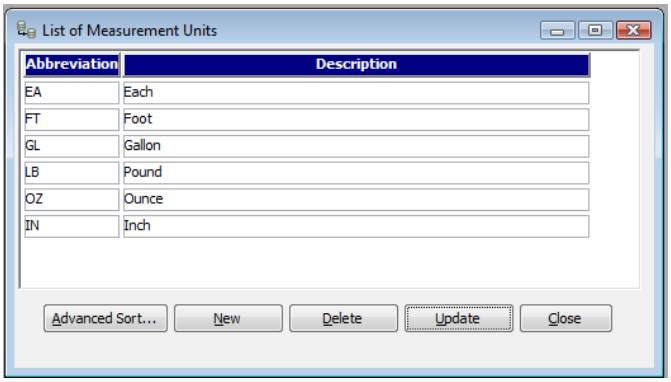
Measurement Units are the units of measure that will be used for each item adds to the Items screen. Each Item requires a unit of measure. To proceed:

1. Click

. A new line will be entered to the above screen as shown below.

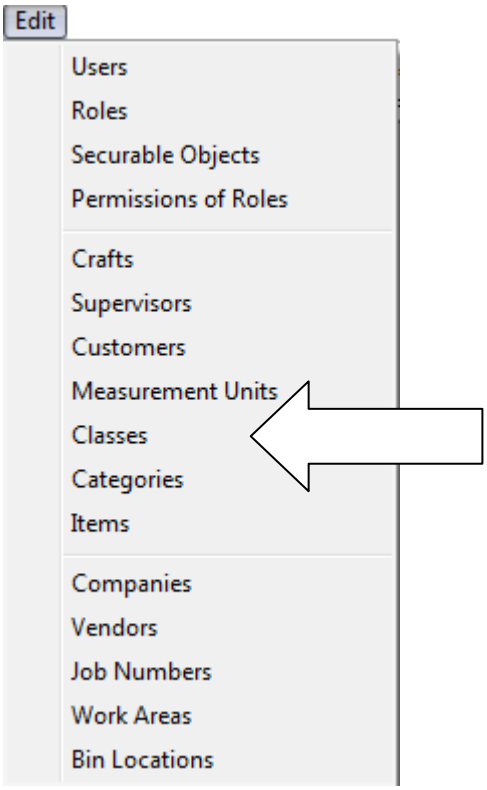


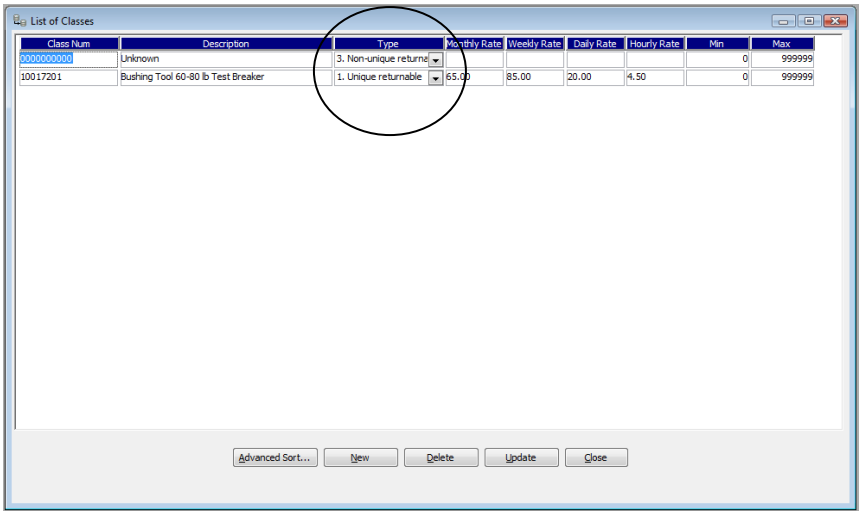
2. The updated screen is to the right with the new Unit of Measurement. If there are no more to be added, Click Close.



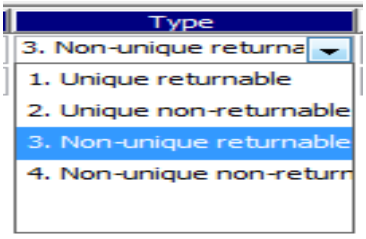
3. The updated screen is to the right with the new Unit of Measurement. If there are no more to be added, Click Close.

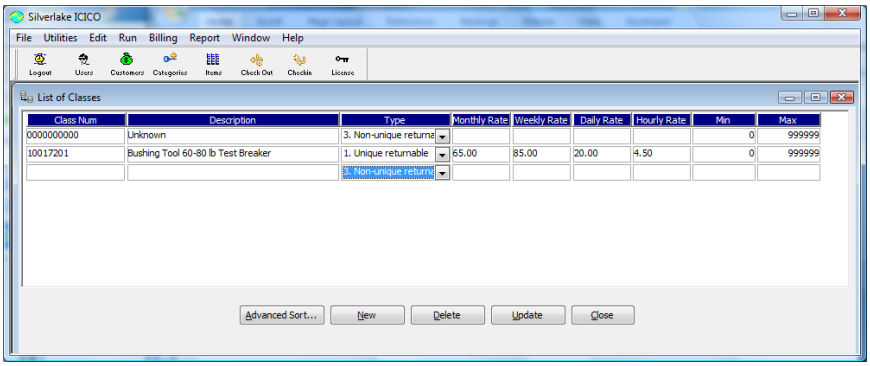
Classes



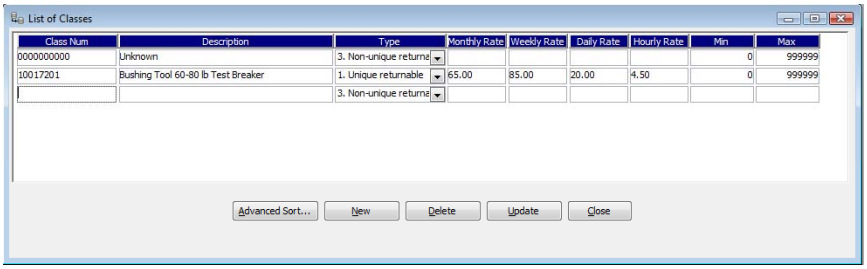


Classes define Inventory in 4 unique ways. These are specified in the Type column. These are shown below.





1. To add a Class, move the cursor to the New button and Click. A line will be added to the above careen as shown below.



2. Enter the Class Number, then hit the Tab key to the next field;

3. Enter the Class Number Description then hit the Tab;

4. Select the Class Type by moving the cursor to the carrot, selecting the appropriate Class type then pressing the Tab key;

5. Enter the Monthly rate and then press Tab,

   the Weekly rate then press Tab,

the Daily rate then oppress

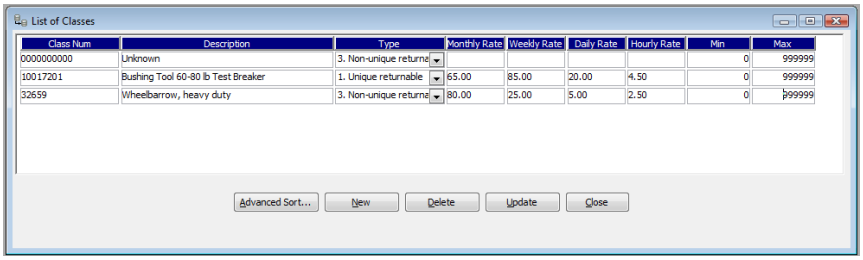
,

the Hourly rate then press the

.

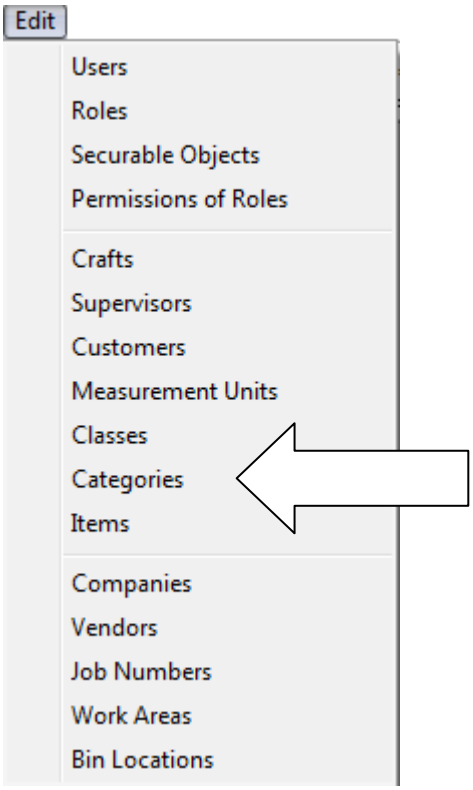
This will take you to the MIN field, and the Max field. Enter the appropriate amounts.

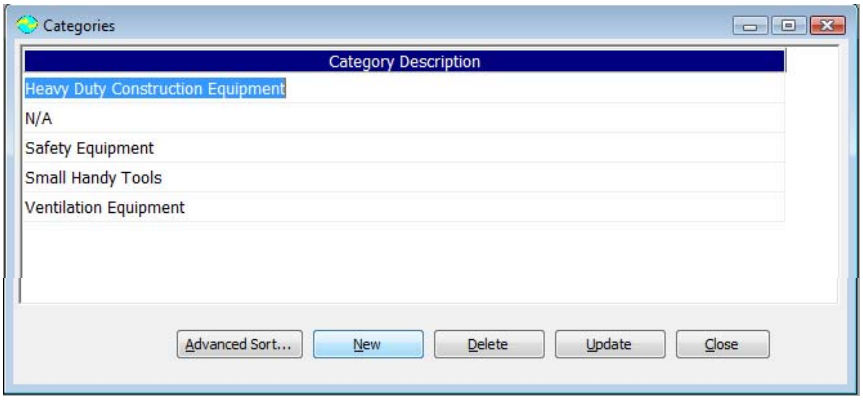
6. When done, Click Update. By clicking the Update button, the entry has been saved and is reflected as shown below.



When there are no further entries, Click Close.

Categories

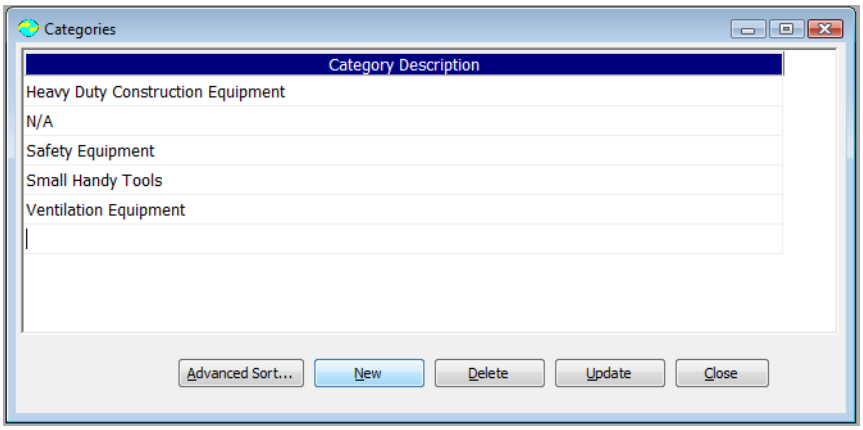




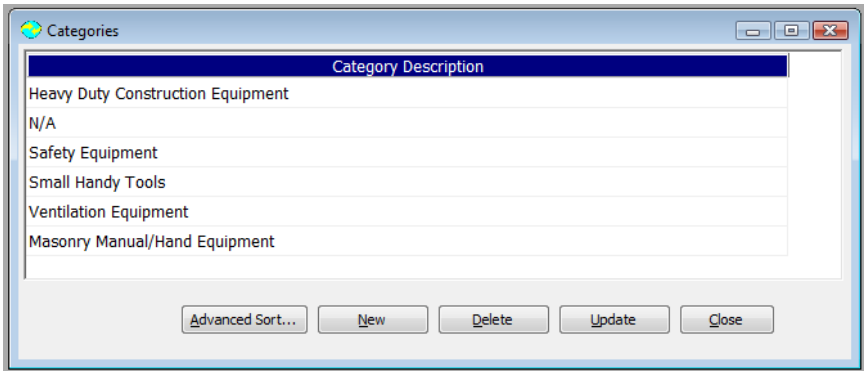
Categories help in sorting Items by specific groups. This allows for searches to be facilitated. To proceed:

1. Click

. An additional space will be provided onto the above screen to accommodate the new entry as shown below:

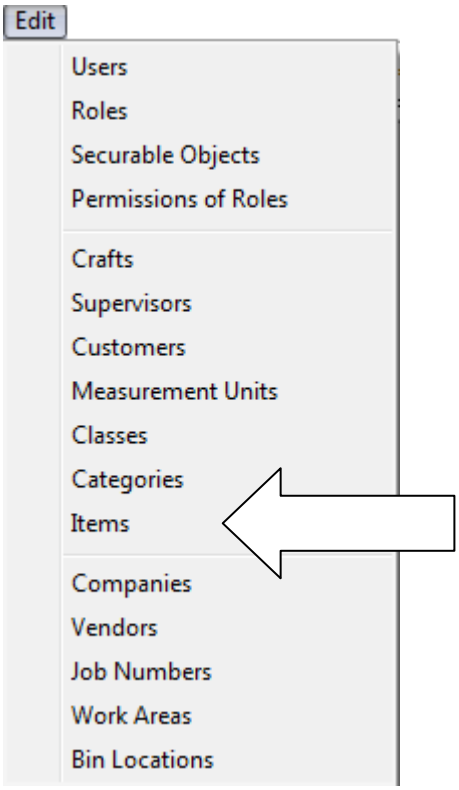


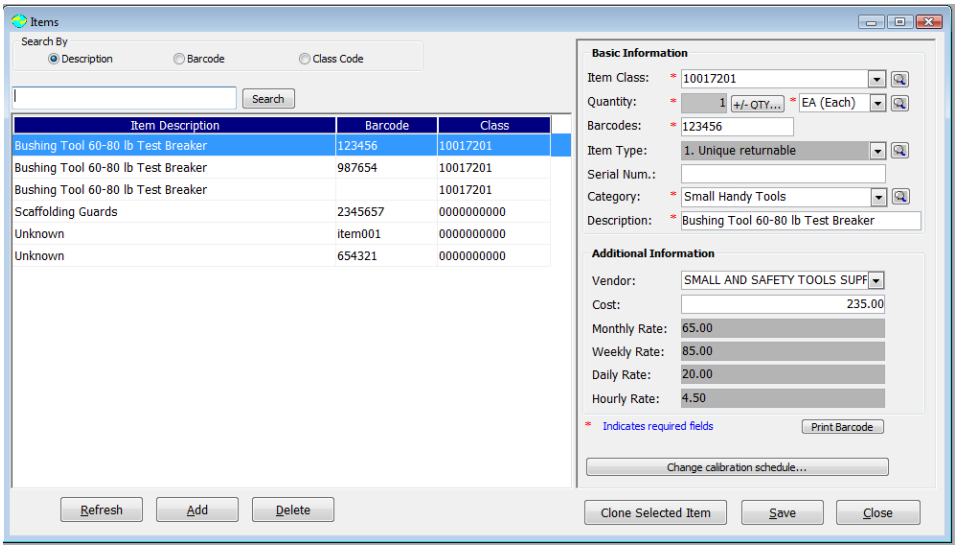
2. Add a single line entry to describe the product grouping or category and Click Update. The following screen shows the entry.



3. If there are no more entries to be made, Click Close.

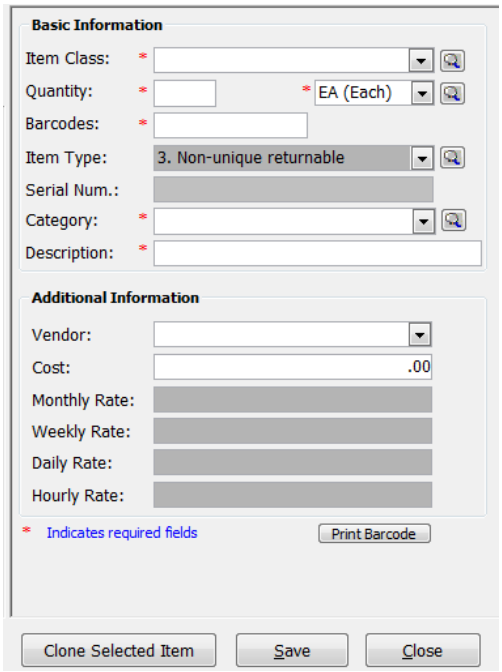
Items





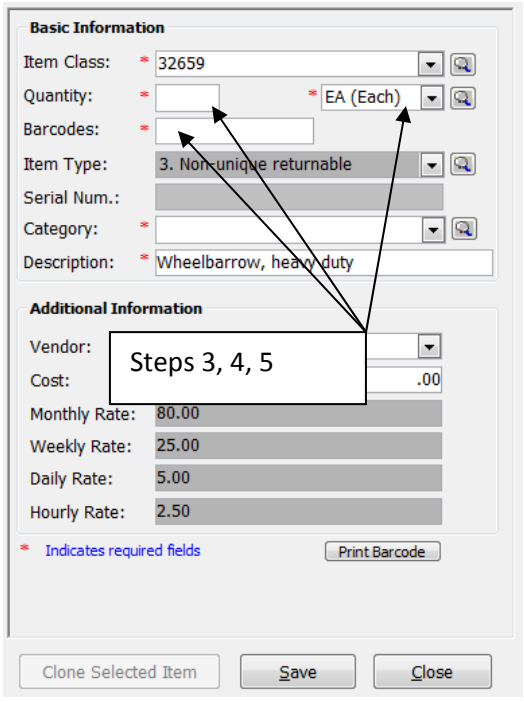
This is the Item Definition screen. Note that there are prerequisites as shown on the right side of the panel. Since these were previously identified and entered, at this point they are only t be selected and not entered. If a missing selection option is not available, then that entry must be made at the point of entry for the table that houses that information. To proceed:

1. Click Add. The left hand side of the panel will remain the same but the fields on the right side will be blank as shown below.



2. When selecting the Item Class, the fields Item Type, Description and the Monthly, Weekly, Daily and Hourly rates will also be populated.

   For the Class entered above, 32659 Non-unique returnable, Wheelbarrow, heavy duty, this will be selected here and the result will be displayed below



Note that the fields mentioned above have been populated by having selected Item Class option.

3. If there is any inventory of the Item that is to be added to the Item Table, enter it here in the Quantity field. Tab

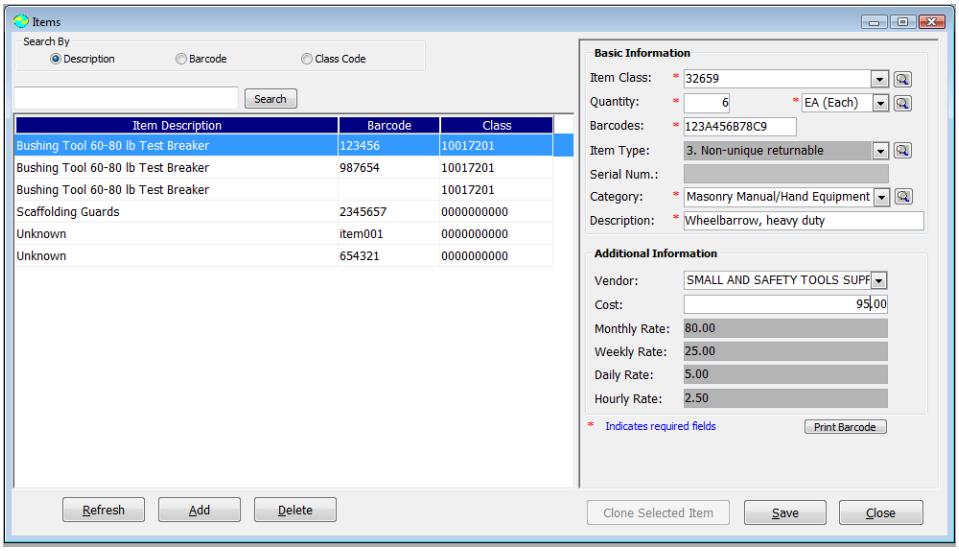
4. Select the Unit of Measurement being added that reflects the quantity being added to inventory. Tab

5. Enter a barcode number. This will be unique for this Item. This is an alphanumeric field with the alphas needing to be CAPITALS only. An example is provided. Tab after Step 8.

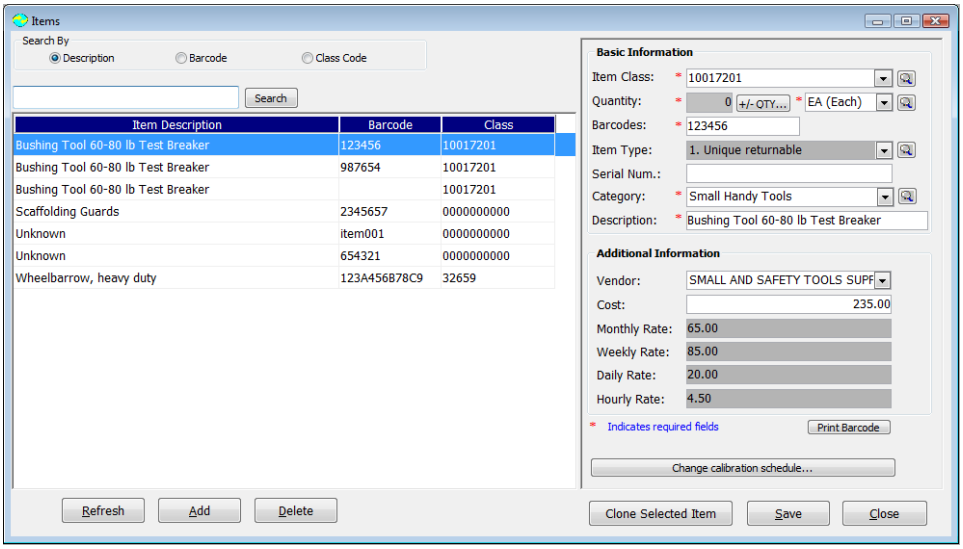
6. Select the Category. This was the last category entered above. Tab

7. Select the Vendor. Remember that entry is limited to what exists in the table. If a Vendor needs to be added, Home Depot or Lowes for example, then the Vendor Table needs to be updated first using the Vendor screen. The table cannot be updated from this screen.

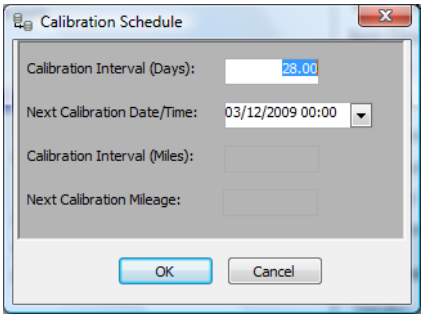
8. Enter a cost for the Item identified. There is not a hard connection made between the Vendor selected and the Cost just entered. The following screen displays the selections from Quantity to Cost.



9. The above displays all the detail about the entry of the new Item being added to the Item Table. Notice that the Item Description still has not been moved to the left side if the screen. To accomplish this, move the cursor to Click [Save] and then Click [Refresh]. The following screen displays the new added Item.

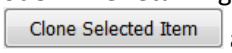


10. If the item needs a Calibration schedule, Click [Change calibration schedule...]. The following screen will appear.

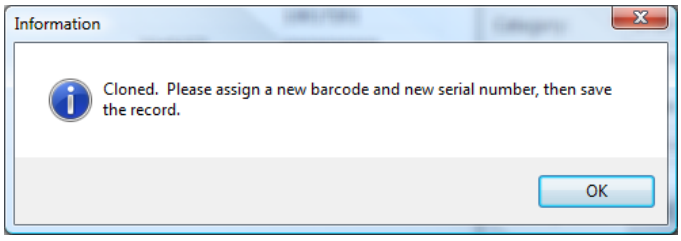


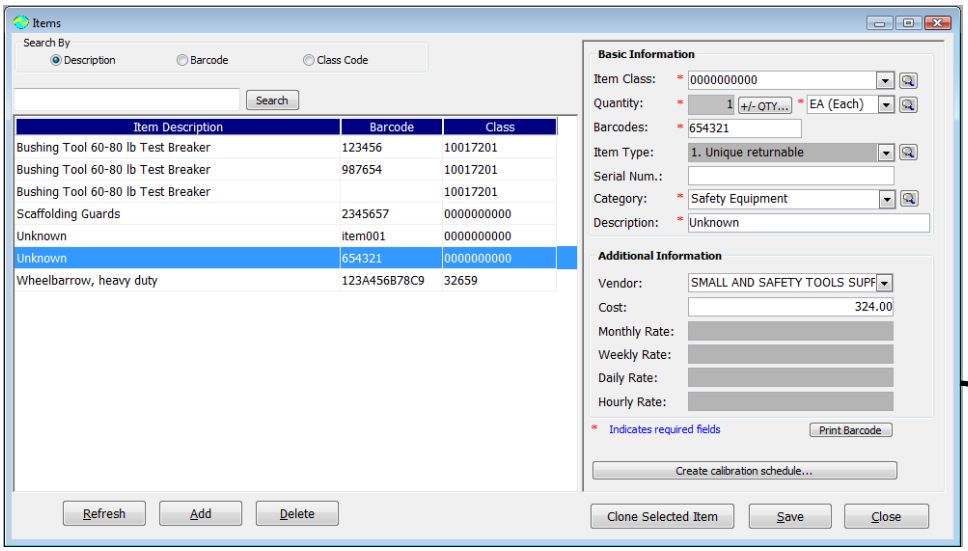
11. Add the Calibration Interval(every x Days) in Days;

to the next field and enter the next scheduled Calibration Date is to occur.

12. Whenever there are more than one of an Item with a Unique returnable Item type, a separate bar code is necessary to separate each common item. This preserves the uniqueness of the item with a unique barcode while retaining the same Item characteristics. To accomplish this, move the cursor to the 

and you are going to copy everything of the item and change only the barcode and add a Serial Number. In this manner, there can be multiple Items of the same Description but with different barcode preserving their uniqueness. When the option is selected the following information detail is provided detailing specifically what has to be changed to accomplish a cloning of an existing Item.

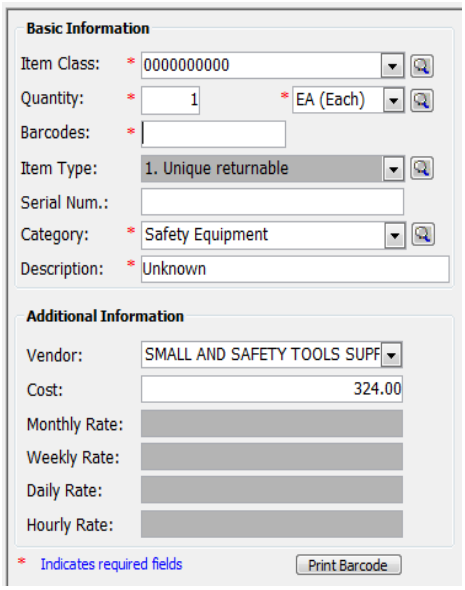




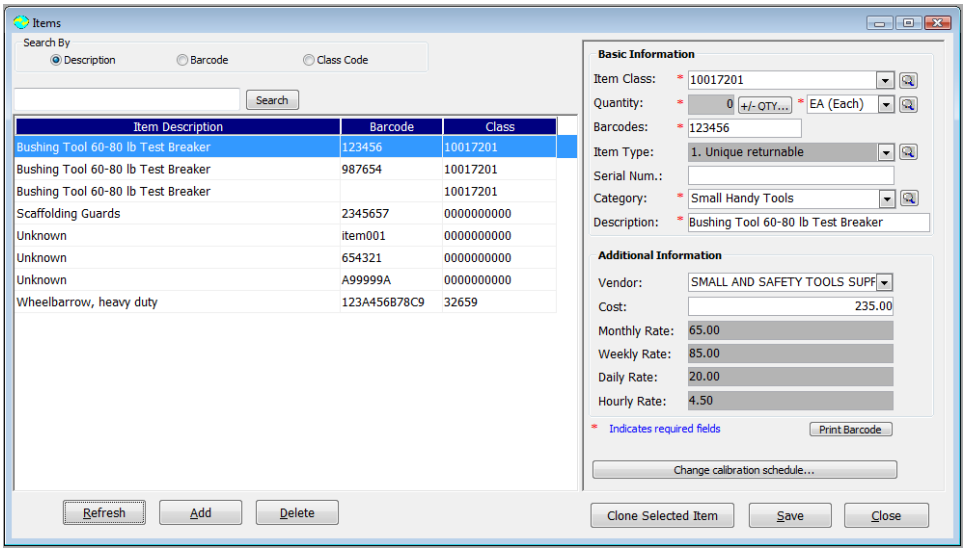
See Next Page

13. Note that the difference between the Basic Information above and the same on the right is that the Barcodes and Serial Number are blank. All other fields are the same. Enter a unique Barcode number for this item and a Serial Number.

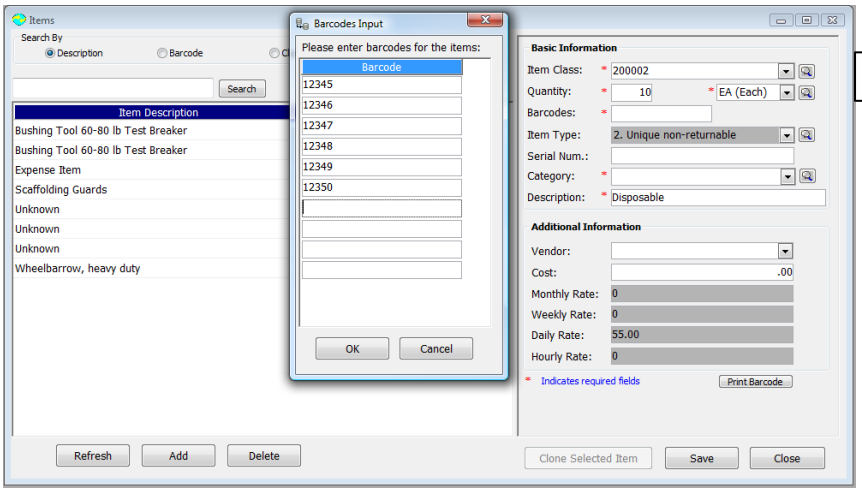
When done, move the cursor to [Save] and Click.

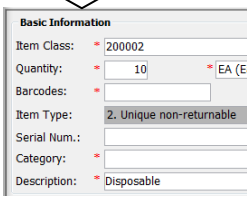


14. To have the new item show on the left, Click [Refresh]. The newly added, cloned item appears as shown below.

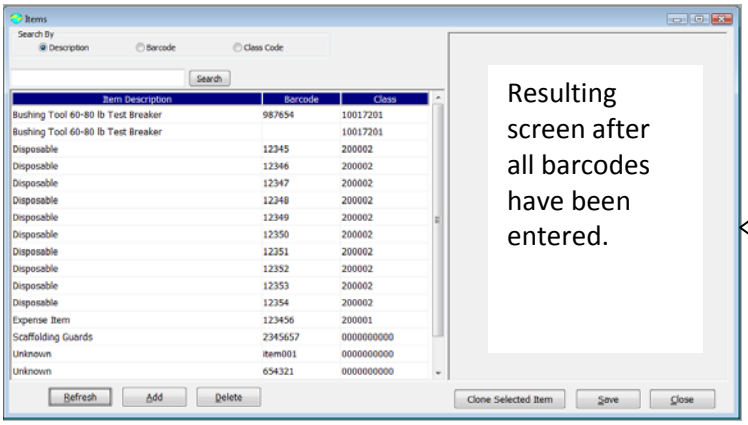


14. When an Item has a Quantity greater than one (1) and is entered in the Quantity field, the following drop-down window will automatically appear (to preserve an Item's uniqueness feature in the system).



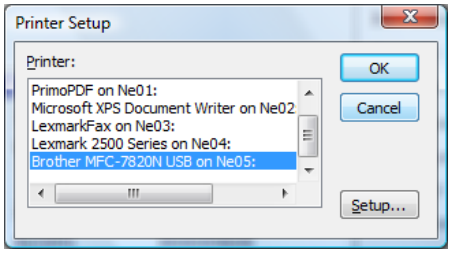


The Serial Number is bypassed.



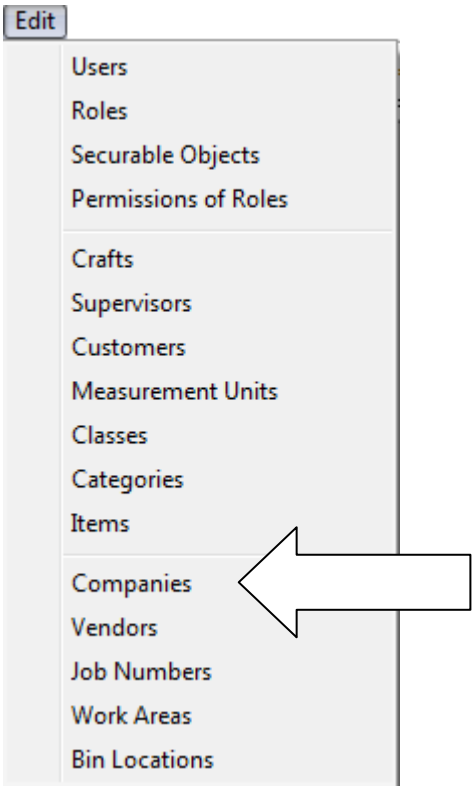
Resulting screen after all barcodes have been entered.

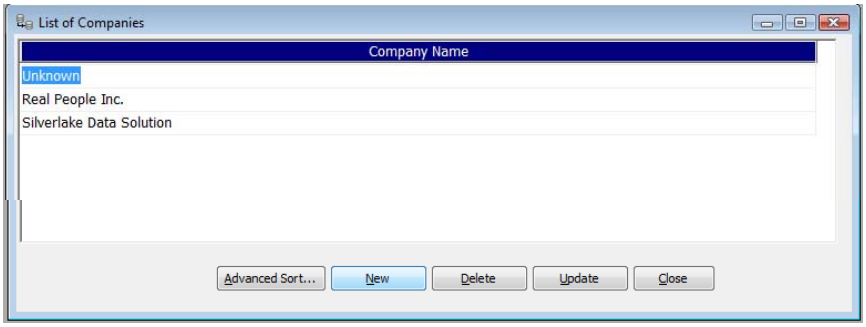
15. To print a barcode, Click Print Barcode. The system will ask you to identify the printer from which you wish to print the barcode as shown below. This will hold unless there is a dedicated printer to exclusively handle barcode printing.



If there are no more entries, Click Close.

Companies



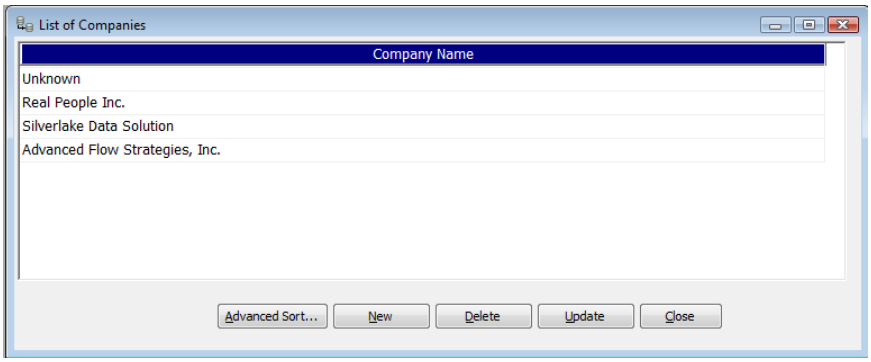


Companies service the purpose of supporting multiple Customers. Each Company can have multiple Customers. The entry of a company is exactly the same as that of Categories.

1. Click

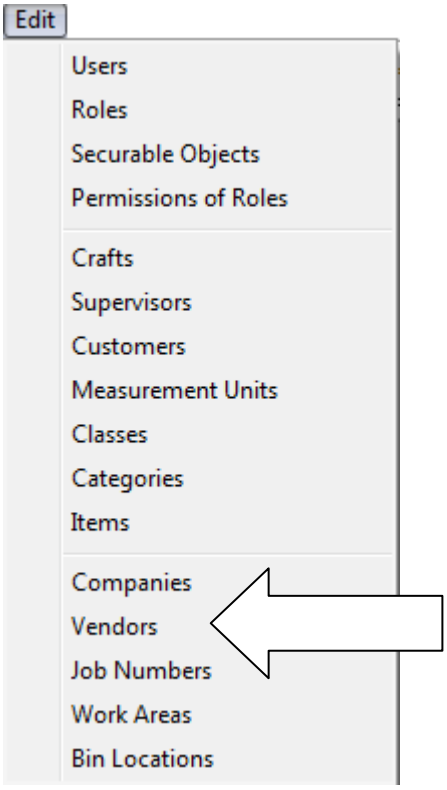
. An additional space will be provided onto the above screen to accommodate the new entry as shown below:

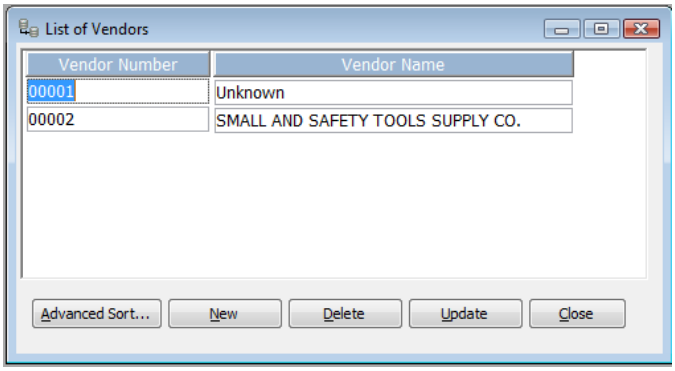
2. Add a single line entry to describe the product grouping or category and Click Update. The following screen shows the entry.



3. If there are no more entries to be made, Click Close.

Vendors

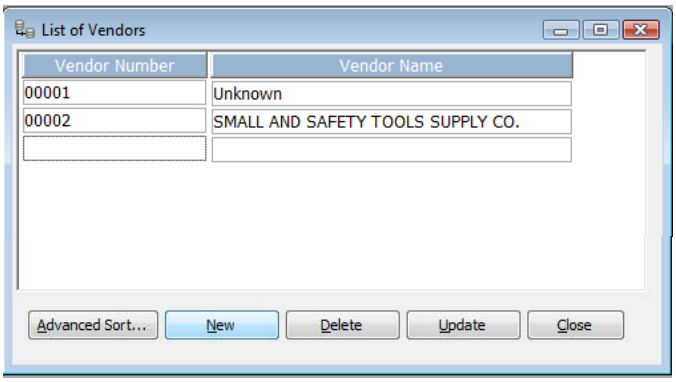




This Table is for Vendors. Note that there are only 2 fields: The vendor number and the name of the vendor. These are more for information only. To proceed:

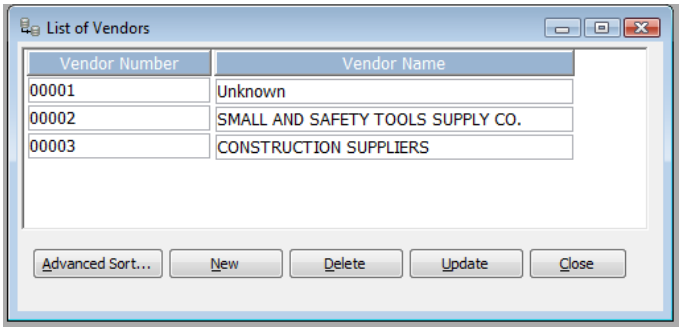
1. Click

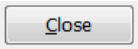
. The program will make available fields for a new entry as shown below.



2. Enter the new Vendor Number and Vendor Name and Click

. The New Vendor will be added to the table as shown below.



If there are no other entries, Click 

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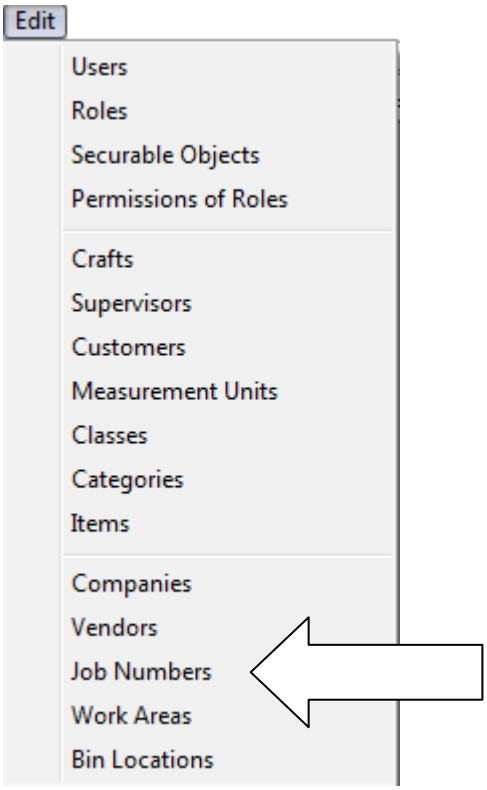
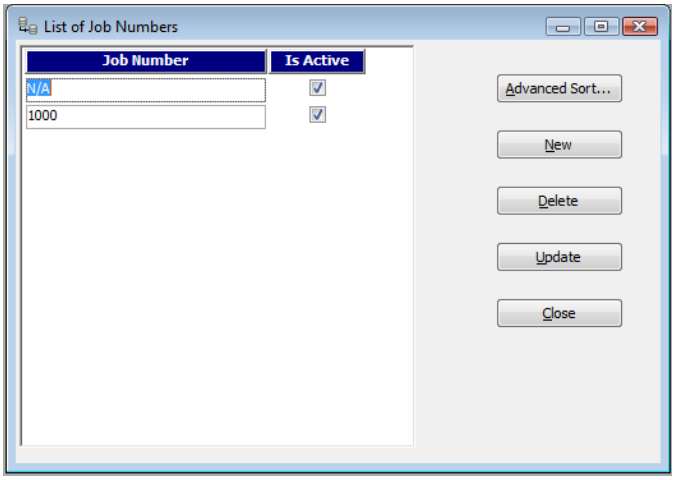
Job Numbers

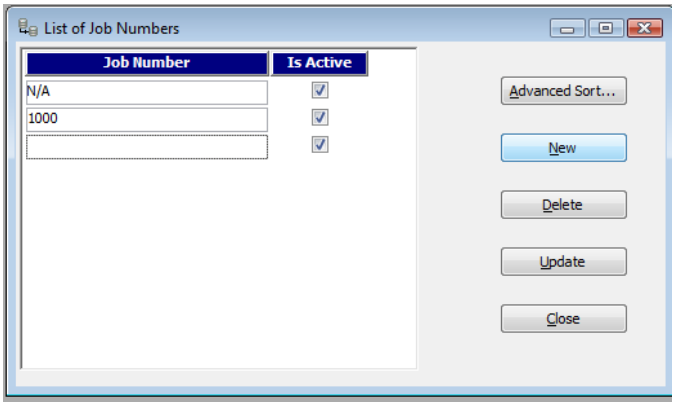




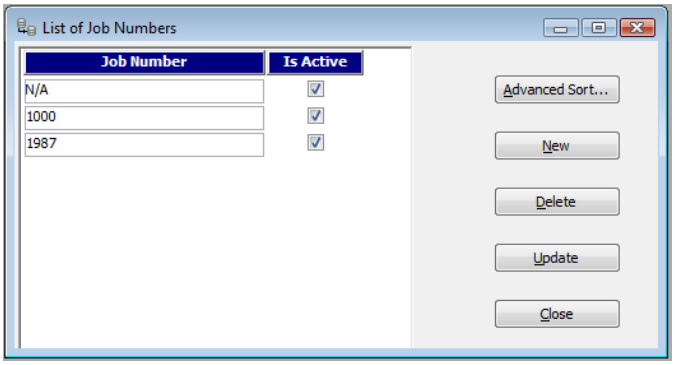
Job Numbers are a form of internal control that is established with Customers and Companies in order to track what material has been utilized at specific cost collecting points. To proceed:

1. Click

. The program will open fields to record a new job number as shown below.

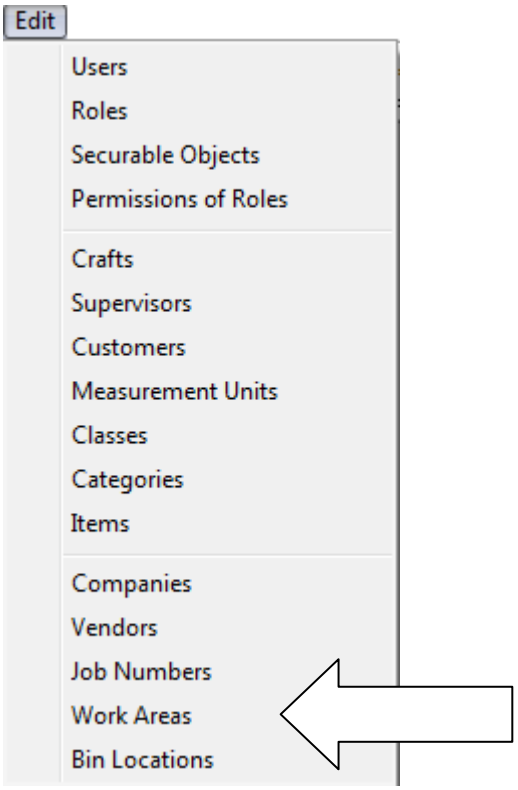


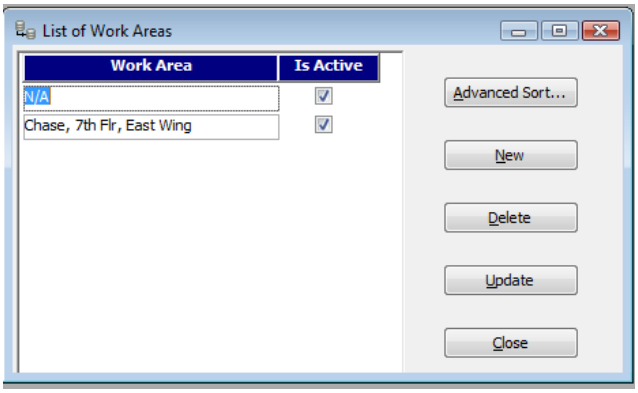
2. Enter the Job Number
3. Click Update.
4. The new job number will appear as shown below



If there are no more entries, Click Close.

Work Areas

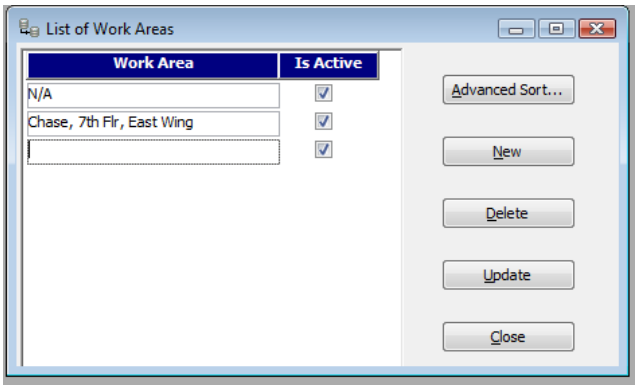




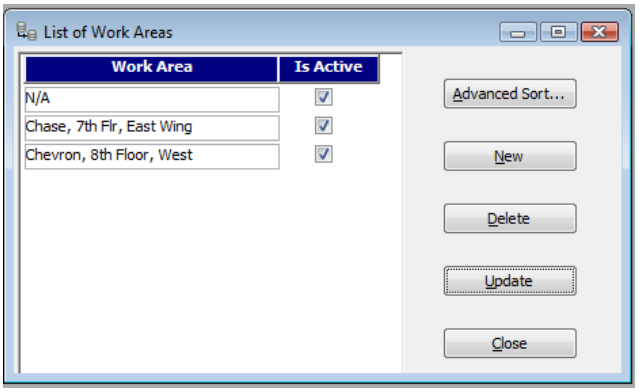
Work areas operate much like Job Numbers. They are provided as a control mechanism to help the Customer or Company manage the distribution of costs. To proceed,

1. To add a new Work Area, Click

. This will add a line for entry of the new Work Area.



2. Add the new Work Area and Click Update.



3. The new Work Area has been added. If there are no other Work Areas to be added, Click Close.

Bin Locations

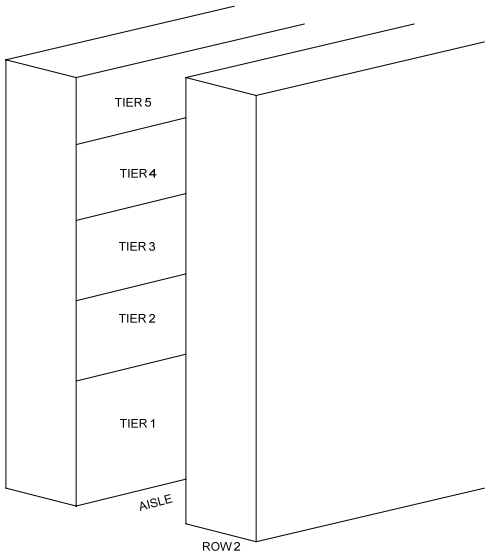
INTRODUCTION

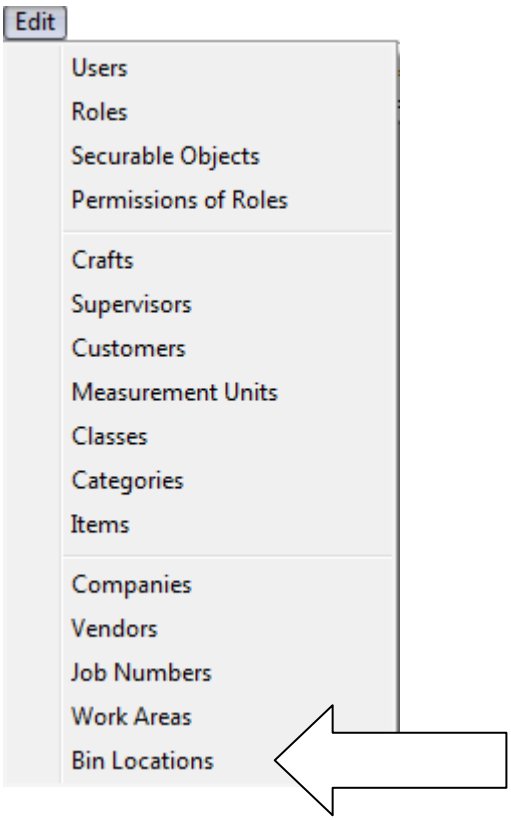
Bin Locations are used to provide a means of locating inventory in a geographical area, typically a stockroom, warehouse or storage yard. The objective is to provide a unique identifier for each location enabling the merchant to systematically store, find, perform and track activity of inventory assets.

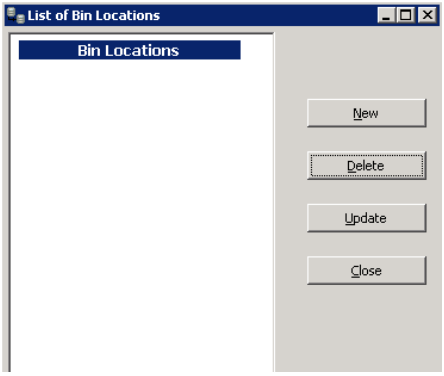
For small businesses, the warehouse is typically a room with racks that will be sufficient to handle the inventory that is to be stored.

THE APPROACH

Warehouses, and specifically bin locations, use several naming conventions. The most common is the ART method. A is for Aisle; R is for Row and T is for Tier. This can be visualized from the diagram below:

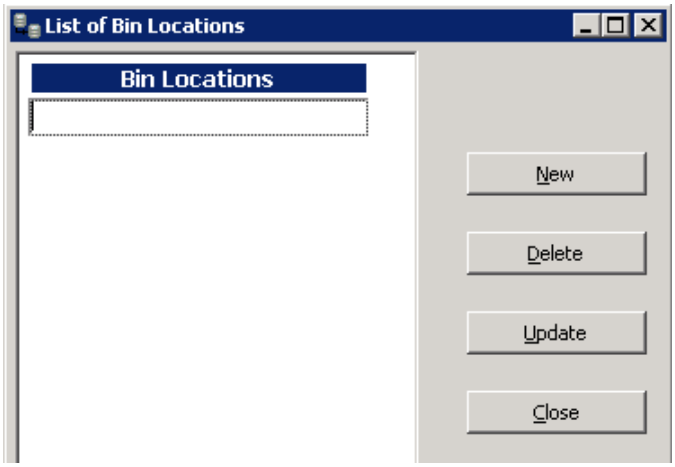




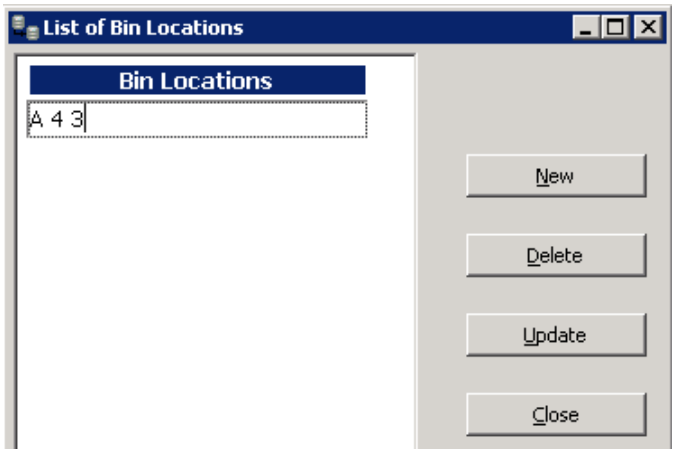


1. Click

. The above screen will add a place to enter a free form bin location as shown below.



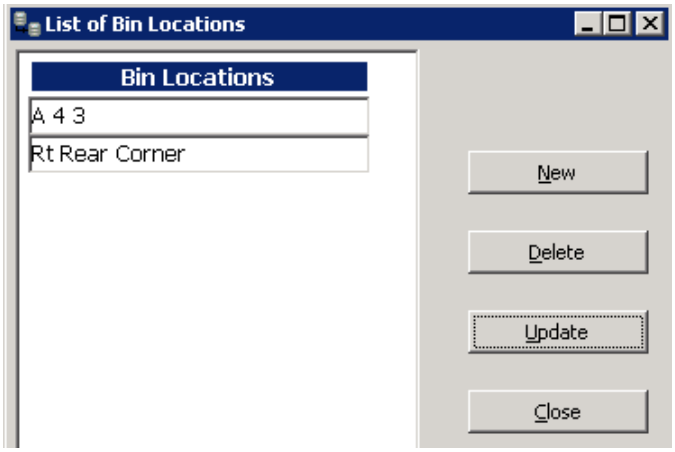
2. Enter the Bin Location name: A (space) 4 (space) 3 as shown below. This format is structured.



3. Click

..

4. Free form entries can also be entered as shown below

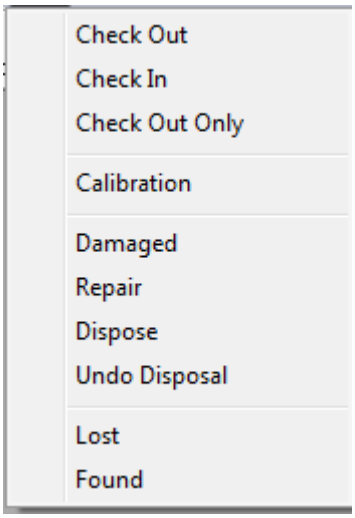


5. When all the entries have been made, Click Close.

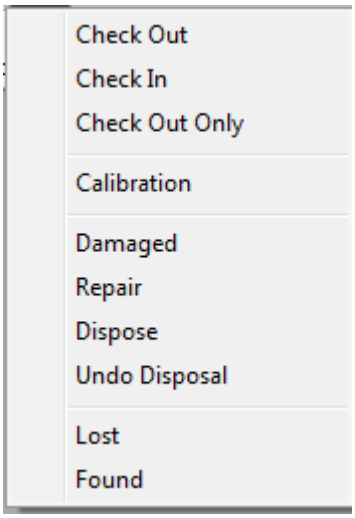
Some Bin Locations which may be advisable to include are:

DAMAGED
REPAIR
DISPOSE
LOST
FOUND
CALIBRATION

RUN


Check Out
Check In
Check Out Only
Calibration
Damaged
Repair
Dispose
Undo Disposal
Lost
Found

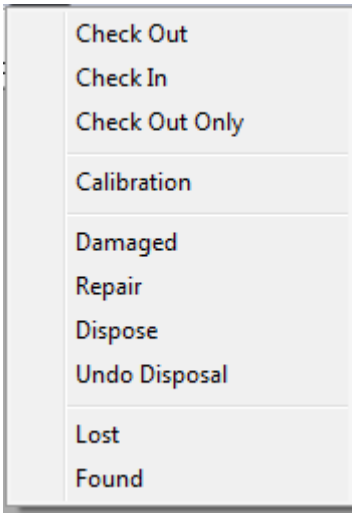
COMMON PROCESSES

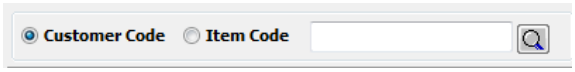


CUSTOMER SEARCH	Available
Check Out	Y
Check In	Y
Check Out Only	Y
Damaged	Y
Repaired	Not applicable
Disposal	Not applicable
Undo Disposal	Not applicable
Lost	Y
Found	Y

These are the operational programs that have the Customer Search feature.

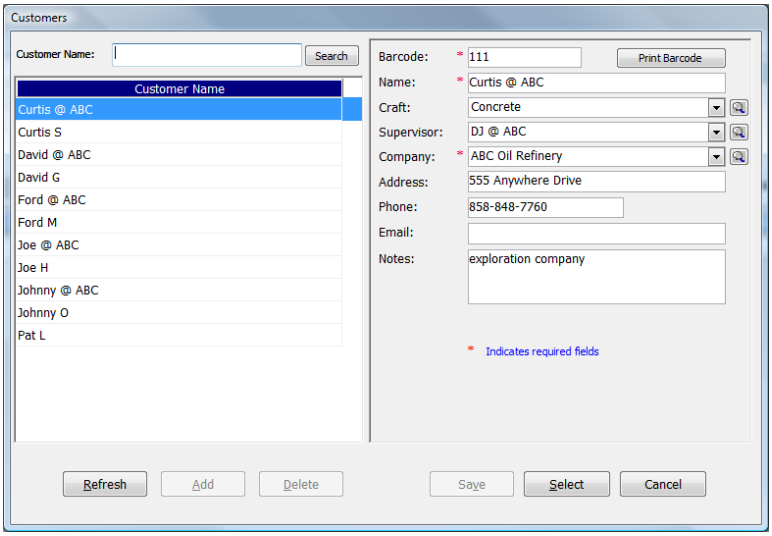
CUSTOMER SEARCH



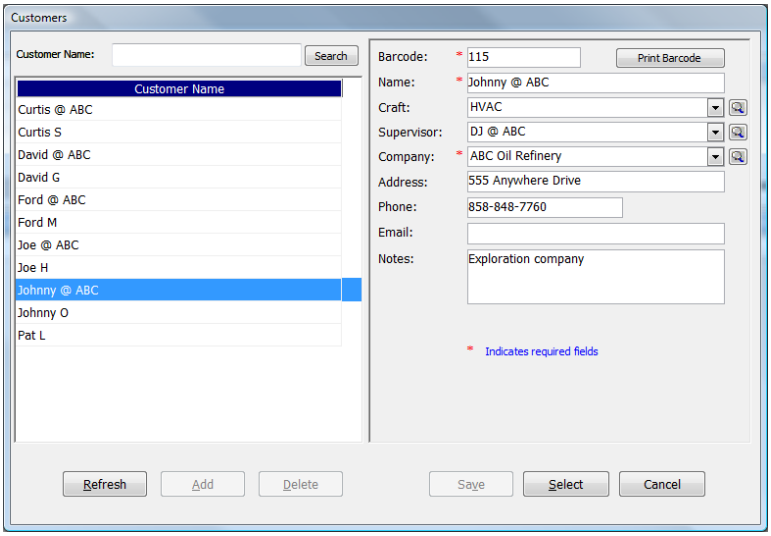


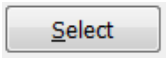
The **Customer Search** function works the same for all screens. To proceed with a search,

1. Click . The following screen will appear:

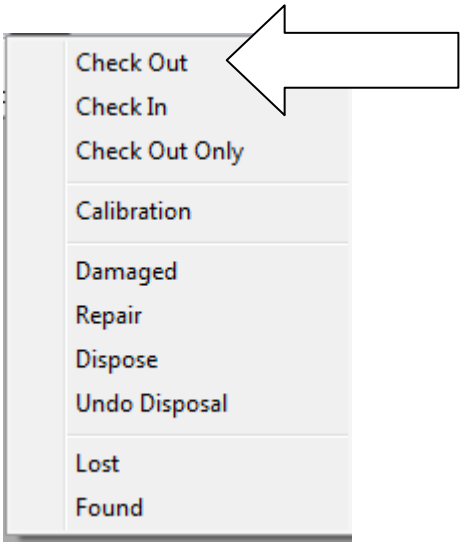


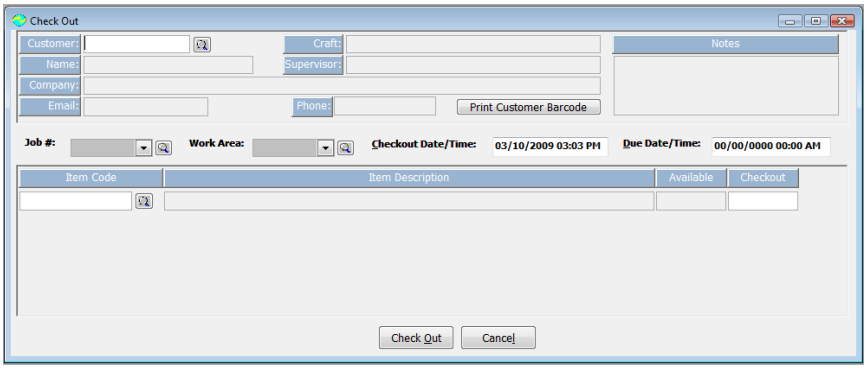
2. Move the cursor to the desired Customer Name and click. The Customer Name will become highlighted as shown below.



3. Next, Click  . The selection made will be taken to the opening screen of the program in operation.

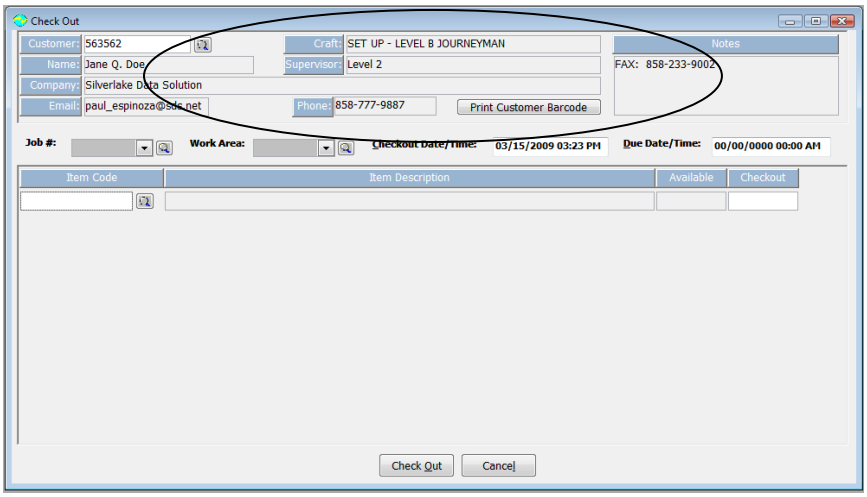
Check Out





This screen provides for the Check Out, renting out/Issuing Out, of an Item to a Customer.

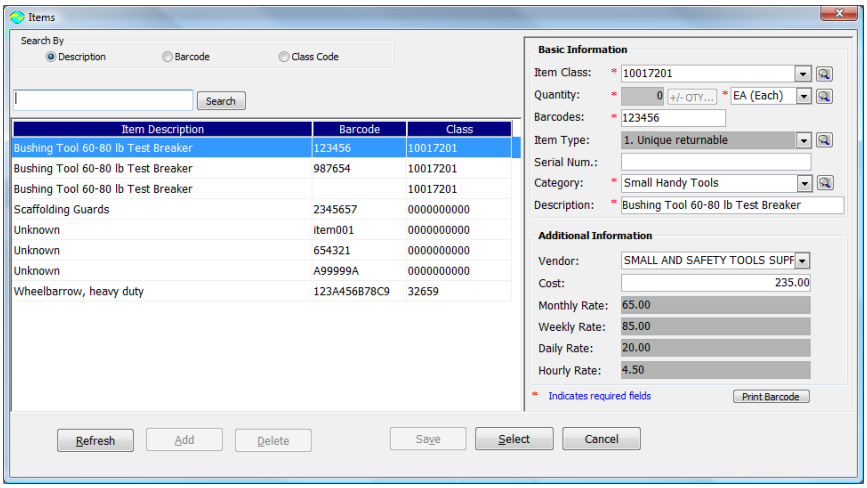
1. If the Customer Name is not known, see the CUSTOMER SEARCH PROCESS above. IF the Customer is not found, EXIT this menu and enter a new Customer in the Customer screen. When done, come back to step 1. The selection is Jane Q. Doe as shown below.



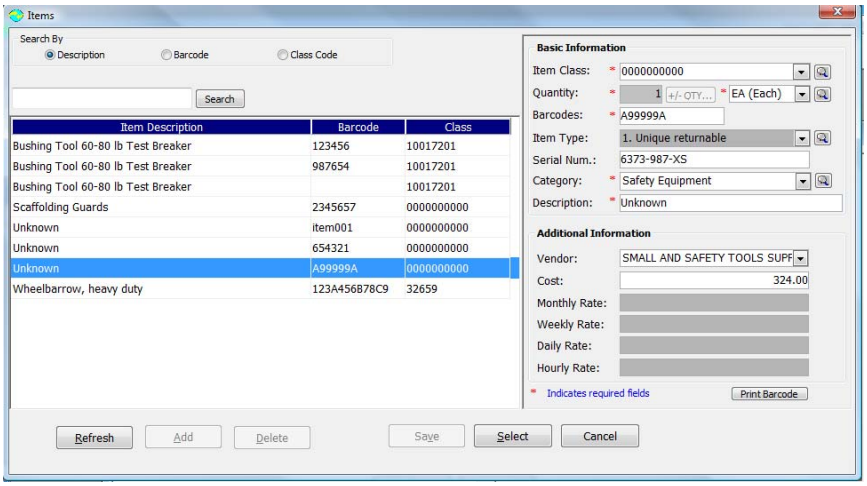
NOTE:

After selecting a Customer, Jane Q. Doe, note that the upper portion of the screen has been populated with information specific to this Customer.

2. Click below the Item Code column. The following drop-down window will appear.

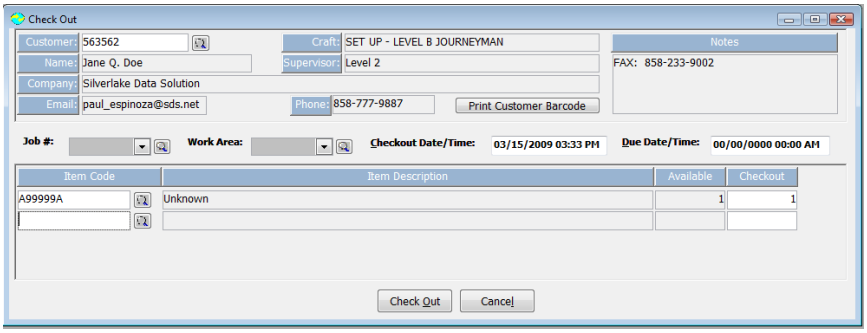


3. Next, select the Item to be checked out. For this exercise the Item entered previously will be selected.



4. Click

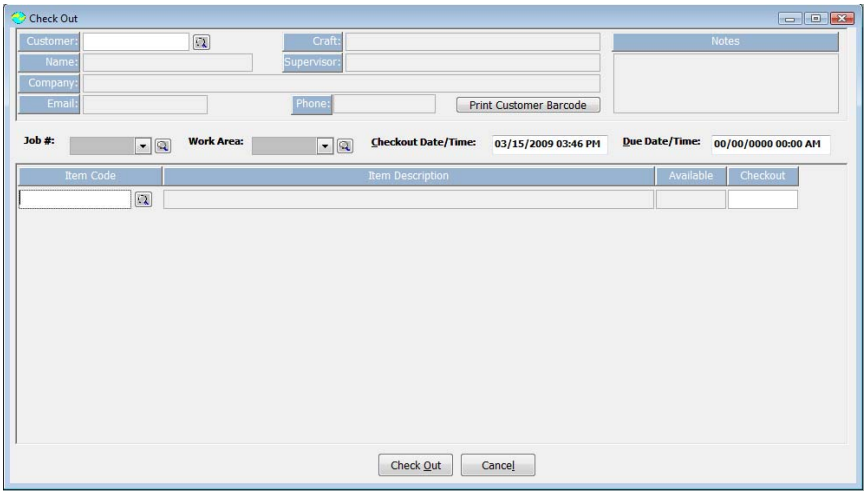
. The program will take the selection back to the Check Out screen and reflect the selection made as shown below.



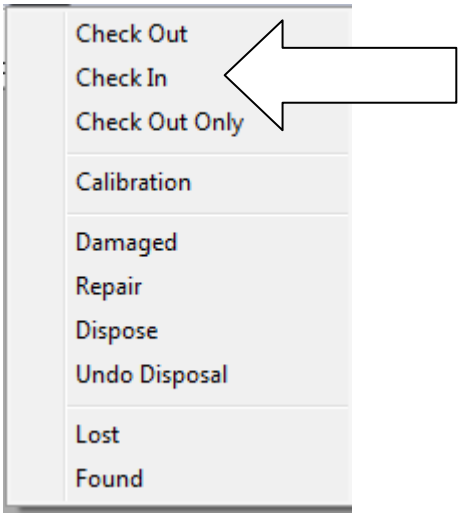
Note that the Quantity field has been prefilled with a quantity of one. By reviewing Step 3 one can see why. The Item Type is Unique Returnable. This means that a serial number has to be associated with the Item checked out. Since a Serial Number is for one and only one Item, the Quantity field has a quantity of 1 prefilled

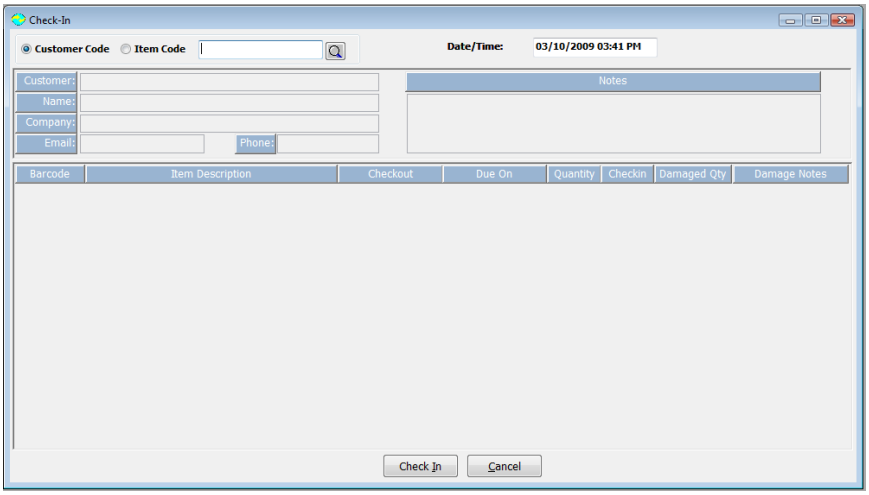
5. If there are no more Items to be checked out, Click

. When the transaction is completed, the program goes back to its original state as when the process was first begun as shown below.


Check Out
Customer:
Craft:
Notes
Name:
Supervisor:
Company:
Email:
Phone:
Print Customer Barcode
Job #:
Work Area:
Checkout Date/Time:
03/15/2009 03:46 PM
Due Date/Time:
00/00/0000 00:00 AM
Item Code
Item Description
Available
Checkout
Check Out
Cancel

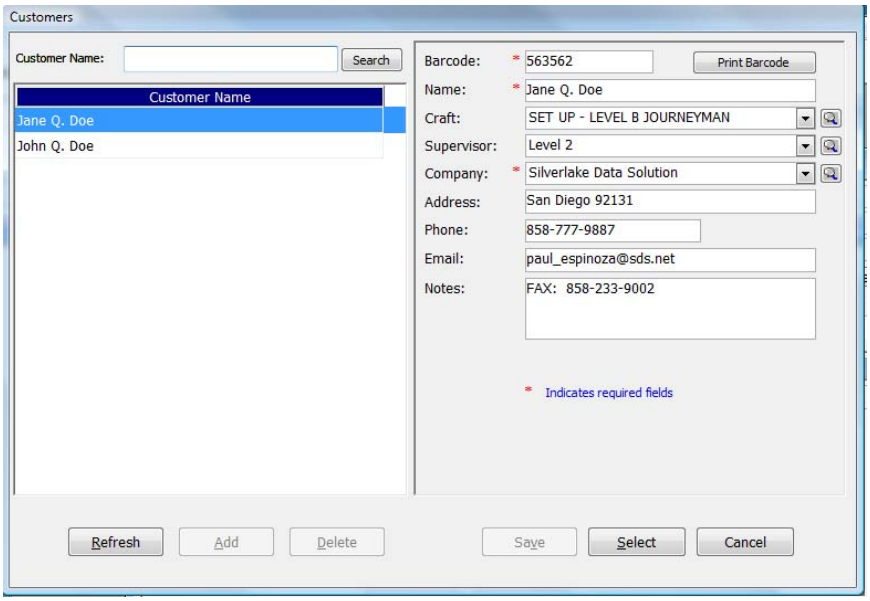
Check In



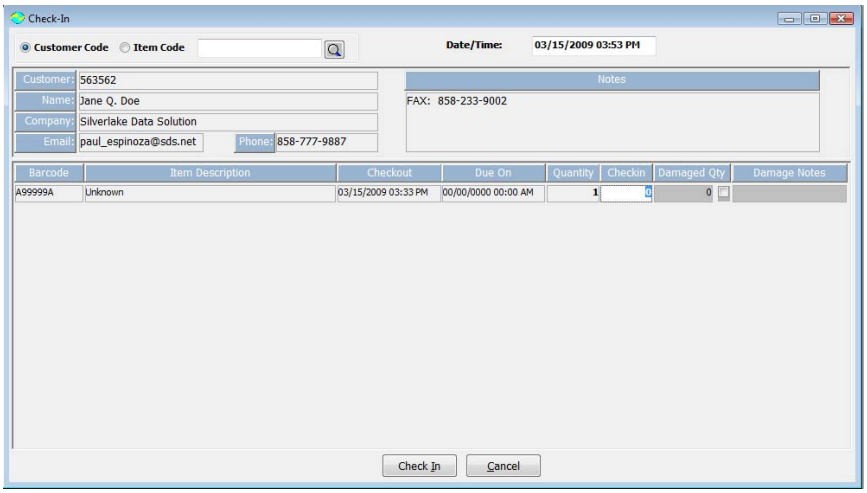


Checking In an Item suggests that the same person that checked something out may not be the same person checking the same Item in. Also, what is returned may have different dispositions, e.g., Damaged, Lost. For this exercise we will use the Item checked out above from the previous lesson.

1. Search for the Customer Jane Q. Doe. Confirm that the Sort method is set to Customer Code (see above). Click . The following drop-down window will appear:

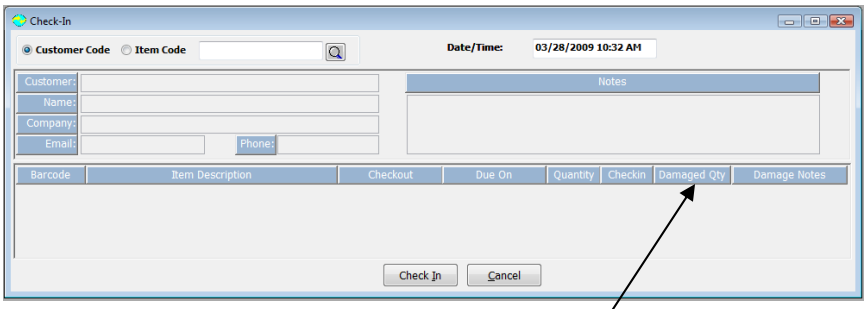


2. Select Customer Jane Q. Doe by Clicking Select. The primary screen will transfer the selection to the Check In screen as shown below:



Since the system already has a Check Out recorded for this Customer, it will bring back ALL outstanding Items that have been checked out by this Customer Code. Note that the Check In Quantity is not prefilled. This is to provide for the possibility of "Damaged" Items being returned. When a damaged Item is returned, use the Damaged recording option as shown below. Also, when an Item is reported "Lost", the Check In screen is used to record the fictitious receipt. The Lost program is then used to remove the Item from Inventory for billing.

3. Enter the quantity of the item being returned and Click Check In. The screen will revert back to its original state.

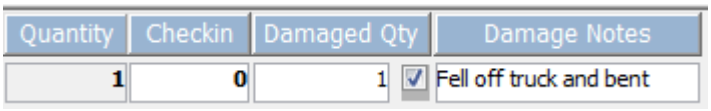


4. If an Item is Damaged, Click the Damaged Qty Column.

DAMAGED ENTRY

The change providing for the Damaged Item is now available. Note that the Damaged Qty is prefilled. Also, the Damage Notes field can be changed as shown at the right.

REVISED NOTES ENTRY



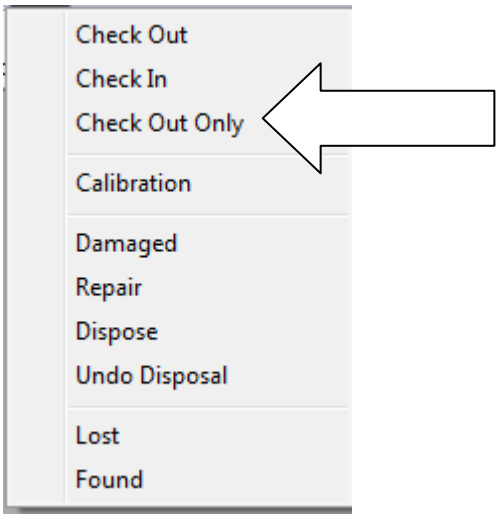
5. If the Item is acceptable, enter the Quantity of 1 under the Check In column then move the cursor and Click Check In.

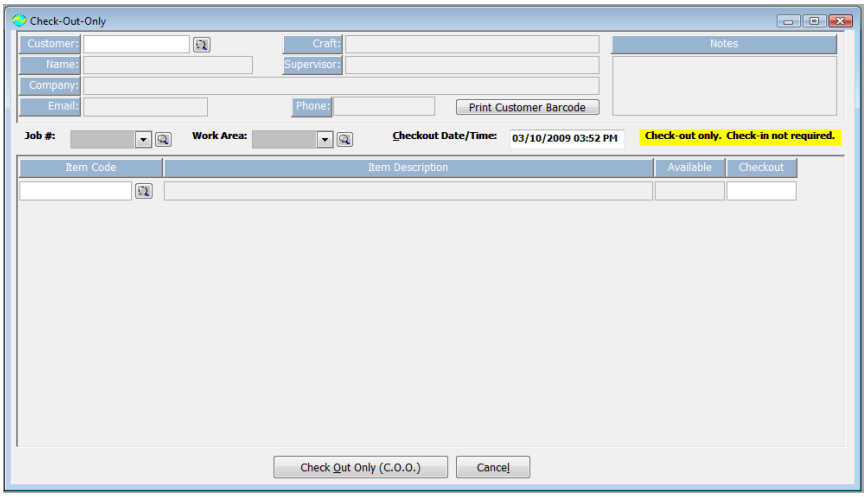
6. After recording the Check In and the Lost, then immediately perform the Billing for Lost Items.

7. If the Customer reports an Item as Lost, Check In the Item into Inventory. Then go to the Lost screen and record it out.

8. If there are no more Items to be checked in, Click Cancel.

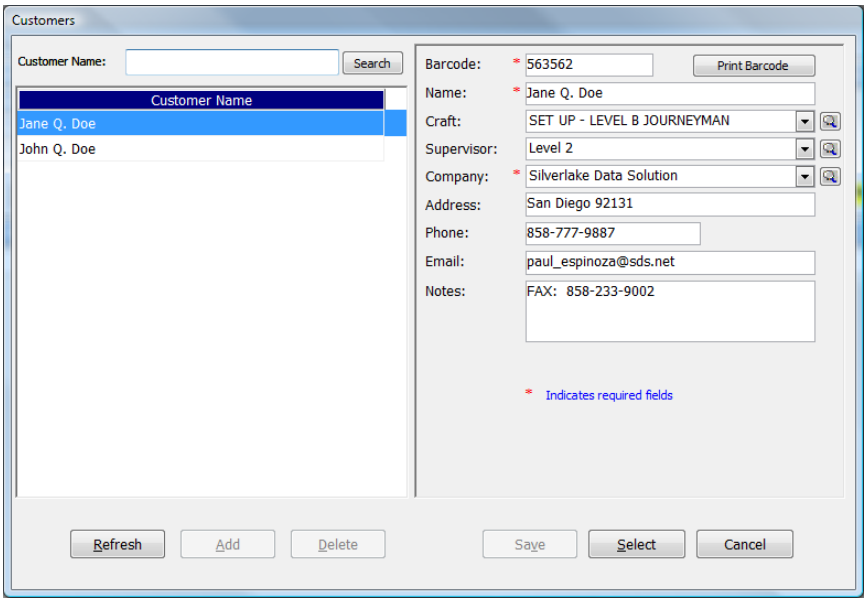
Check Out Only



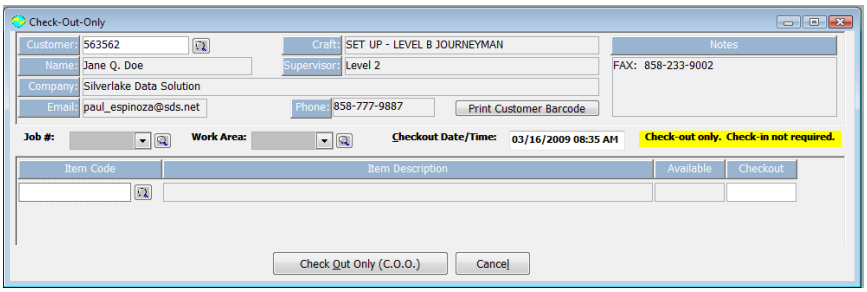


This is for Check Out only without an expected Check In transaction. Check-Out Items include disposable items that, once used, cannot be returned. For retail, this is a sale.

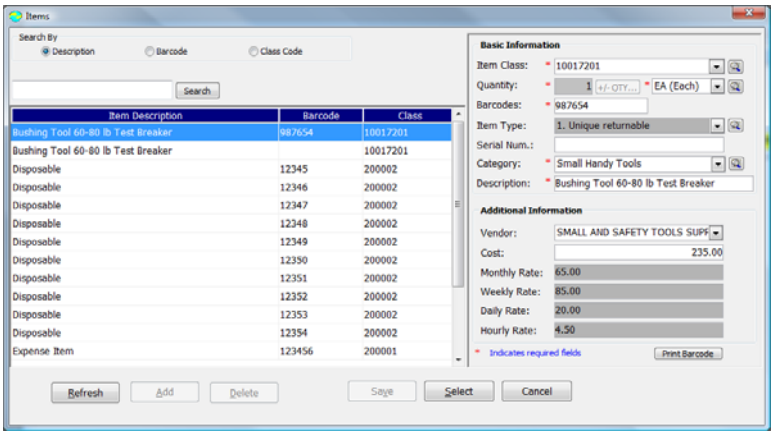
1. Find the Customer who wants this type of Item. Click . The following screen will appear.



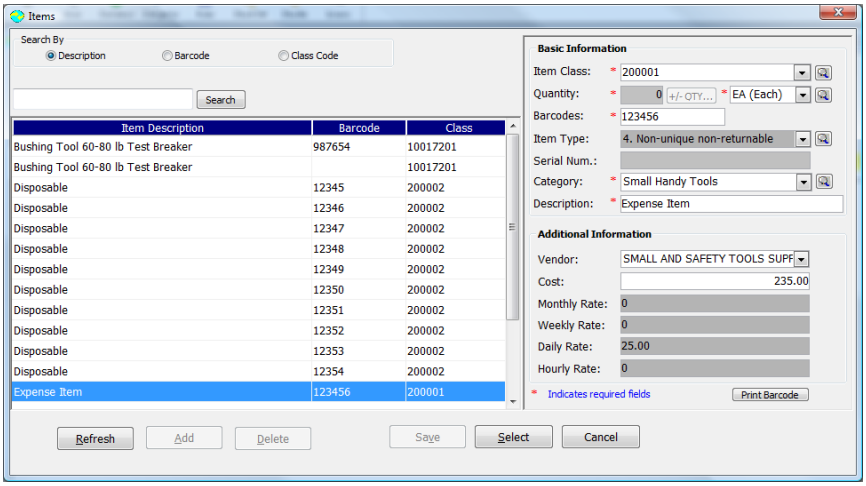
2. Select the desired Customer. Move the cursor to the Customer Name desired and Click. The identified Customer Name is highlighted as shown above; however, the Customer Name is still not selected. To select the Customer, Click Select.

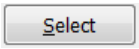


3. Move the cursor to the below the Item Code column and Click. The next screen will Appear.

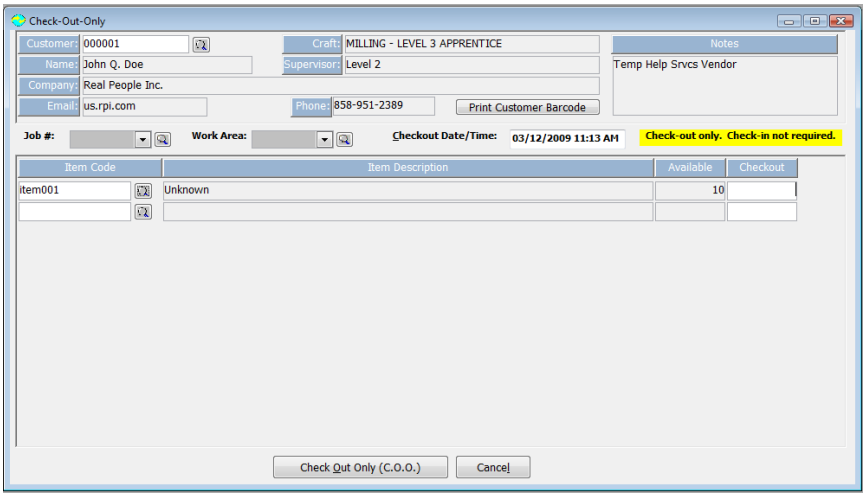


4. Select the Item to be checked out by moving the cursor to the item desired and Click. The following screen will appear. Note the highlighted selection.

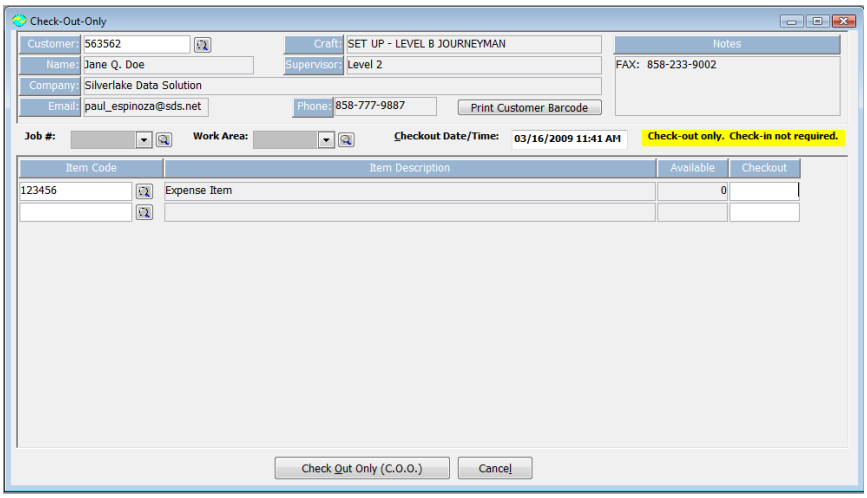


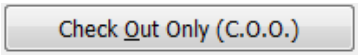
5. Click 

. This will place this item onto the Original Check Out Only screen as shown below.



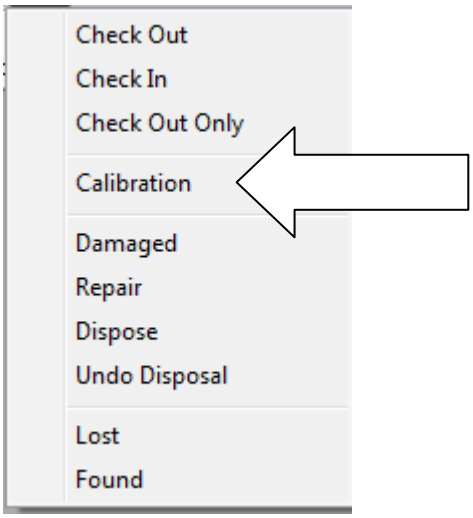
6. To complete the transaction, enter the Quantity under the Check Out column.



7. After the Quantity has been entered, Click 

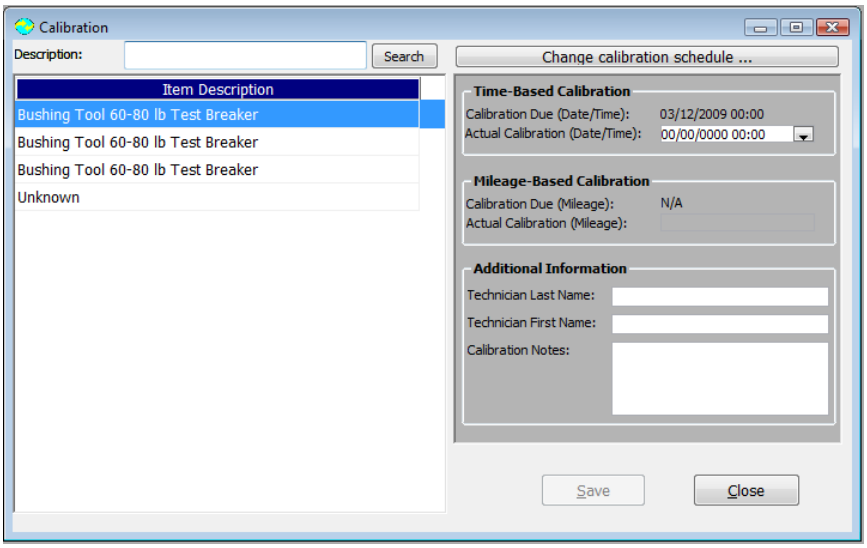
and the system will return the program to its initial state waiting for another transaction.

Calibration

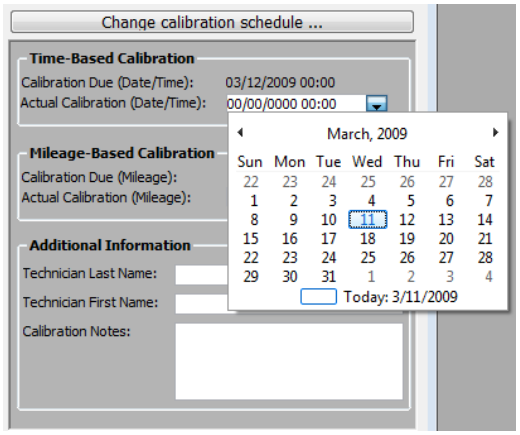


NOTE

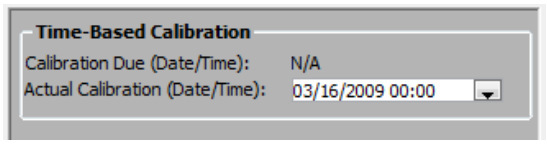
Calibration is used to establish the frequency to be used to perform calibration maintenance on certain Items in Inventory. This screen provides for the update of the scheduled calibration that is to occur.



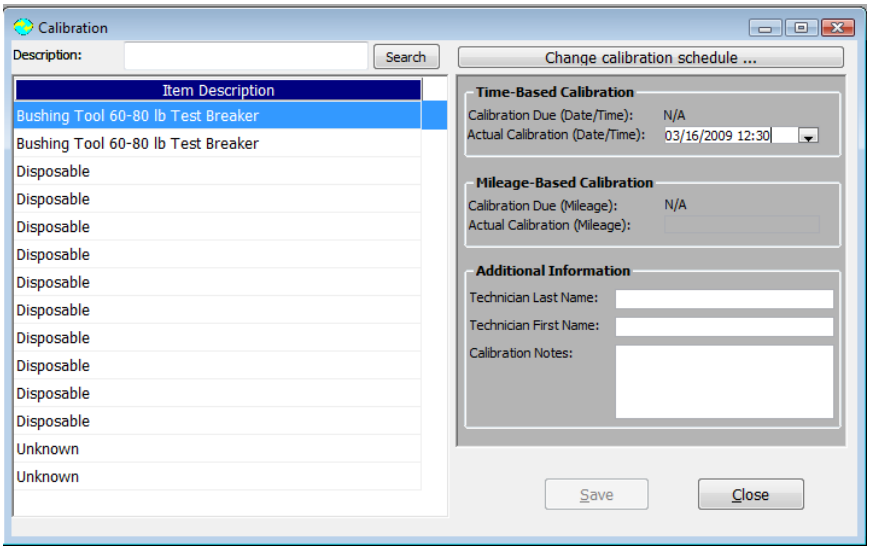
1. Identify the Item requiring a Calibration Schedule update. Move the cursor to the Item and Click. In the above case, the Item is ready for update. In the note to the upper right, it indicates the Date/Time the update is required. Click ▼ of the Actual Calibration field. The following drop-down window at lower left will appear.


Change calibration schedule ...
Time-Based Calibration
Calibration Due (Date/Time): 03/12/2009 00:00
Actual Calibration (Date/Time): 00/00/0000 00:00
Mileage-Based Calibration
Calibration Due (Mileage):
Actual Calibration (Mileage):
Additional Information
Technician Last Name:
Technician First Name:
Calibration Notes:
March, 2009
Sun Mon Tue Wed Thu Fri Sat
22 23 24 25 26 27 28
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31 1 2 3 4
Today: 3/11/2009

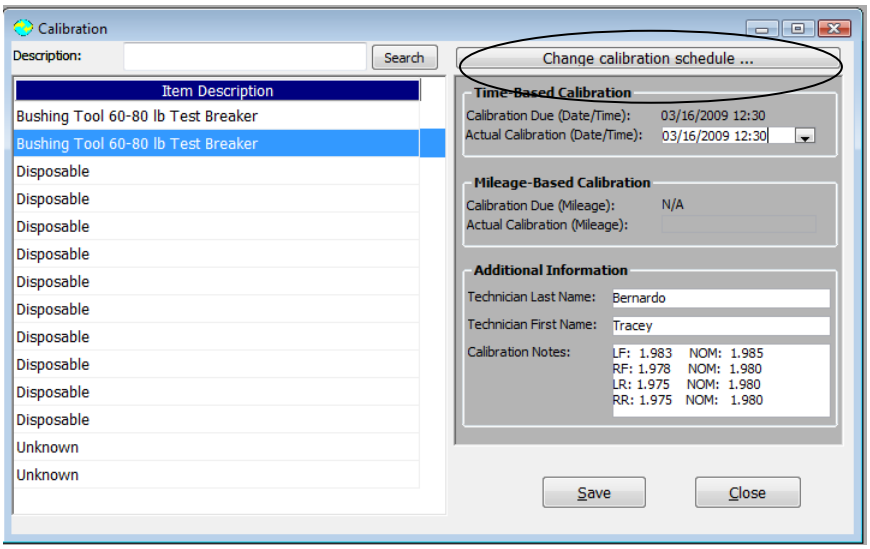
2. Select a date by moving the cursor to the date the Calibration took place Click.



3. To change the time only, move the cursor over the first hour zero and key in the time as shown below.

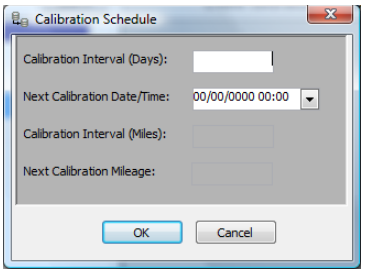


4. Now enter the additional information regarding the Calibration: The name of the technician and what was performed.



If a Calibration schedule was not created at the time the Item was added to the system, the Calibration can be added in this screen. Select another item to maintain as shown below.

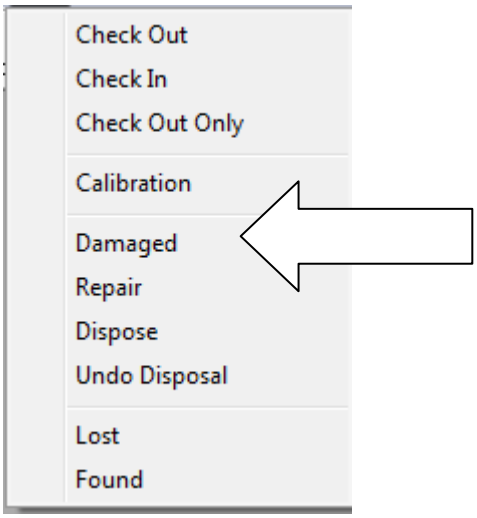
5. Click Create calibration schedule ... . The following drop-down window will appear.

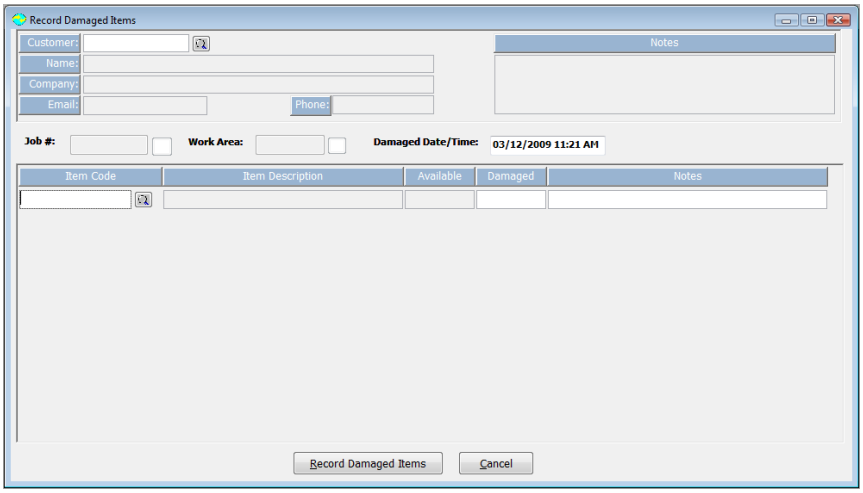


6. Add the Calibration Interval in days and the day and time of the next calibration. After entry, Click OK . The program will go back to the Calibration section.

7. When all activity is complete. Click Save and then Close .

Damaged

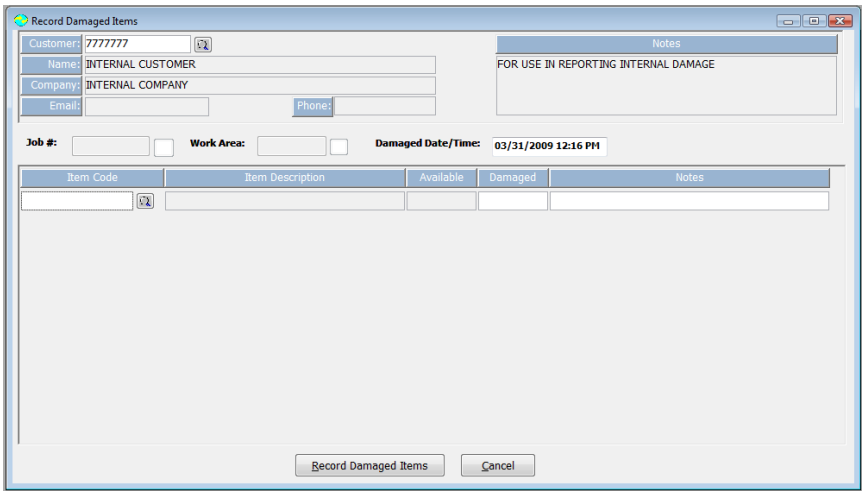




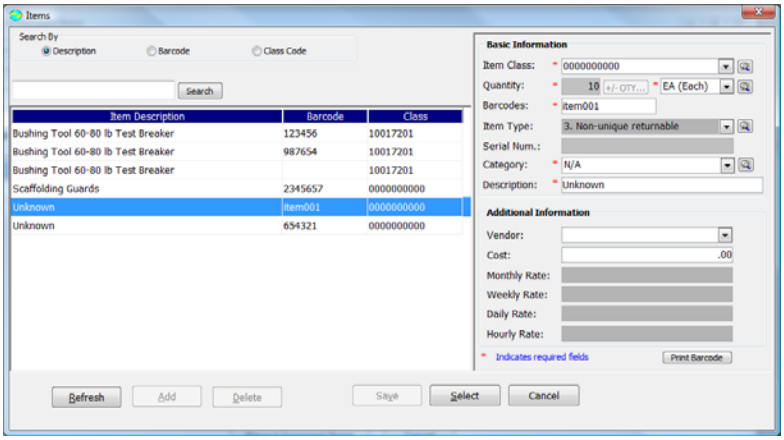
There are times when Users of material and equipment run into problems and Items are discovered to be damaged. When this occurs, a need to record the damages is required. To proceed,

1. Search for the INTERNAL CUSTOMER in the Customer Search Procedure above. A tagging mechanism by the User for Damaged Returned Goods is recommended. If there is no tagging mechanism used on the damaged Item when returned or discovered, then the User will have to refer to the Item History Report to determine which Customer Name returned the Damaged Item during Check In. This tagging procedure is to be used for internal damaged goods as well.

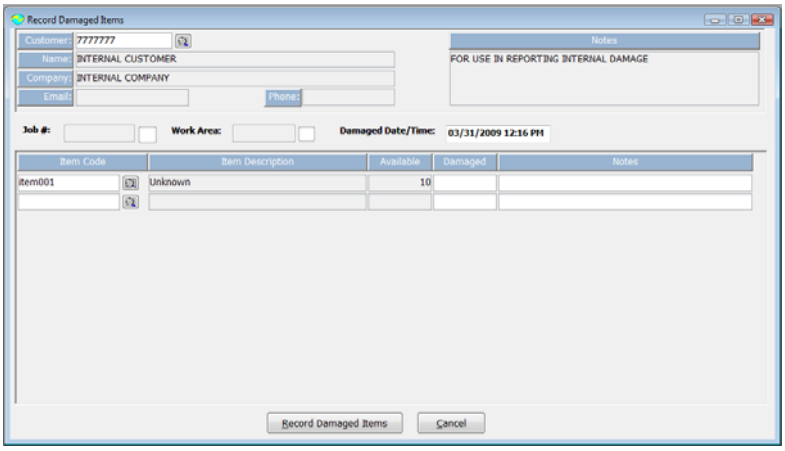
2. Select the INTERNAL CUSTOMER. The screen depicting the selected Customer appears below:



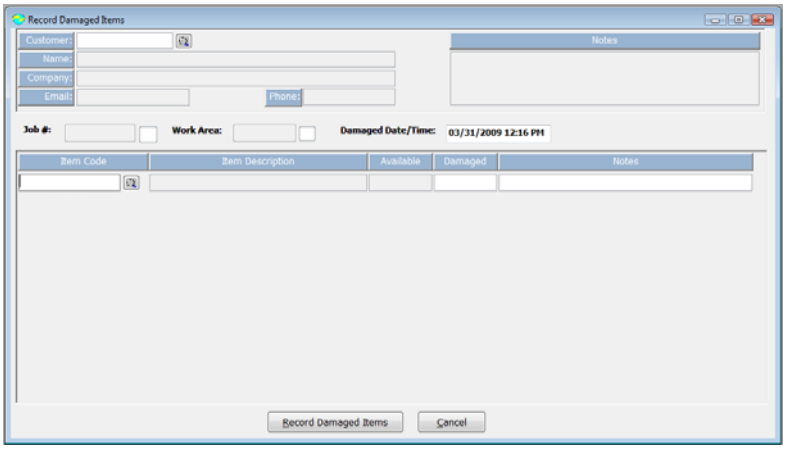
3. Move the cursor to the Item Code column and Click .



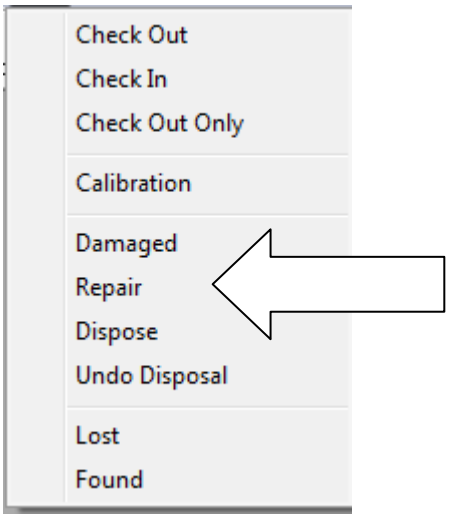
4. Select the Item that was damaged by Clicking
.

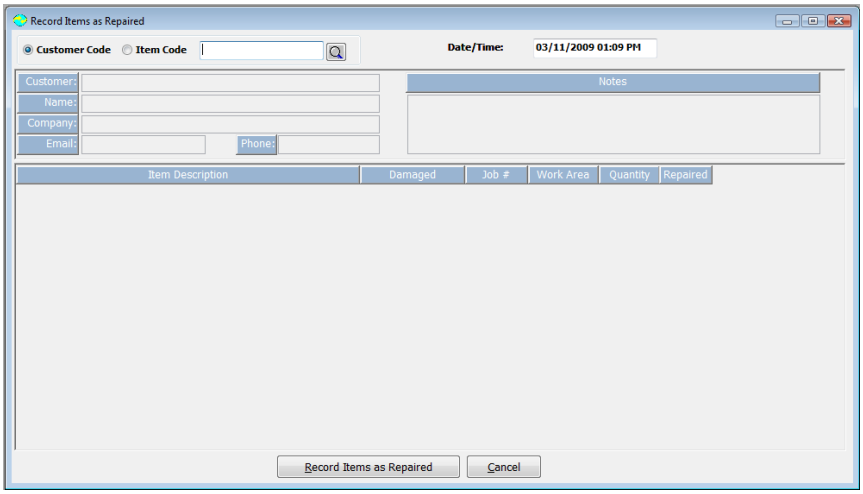


5. Enter the amount as shown above and Click Record Damaged Items and the program will go back to the beginning screen.



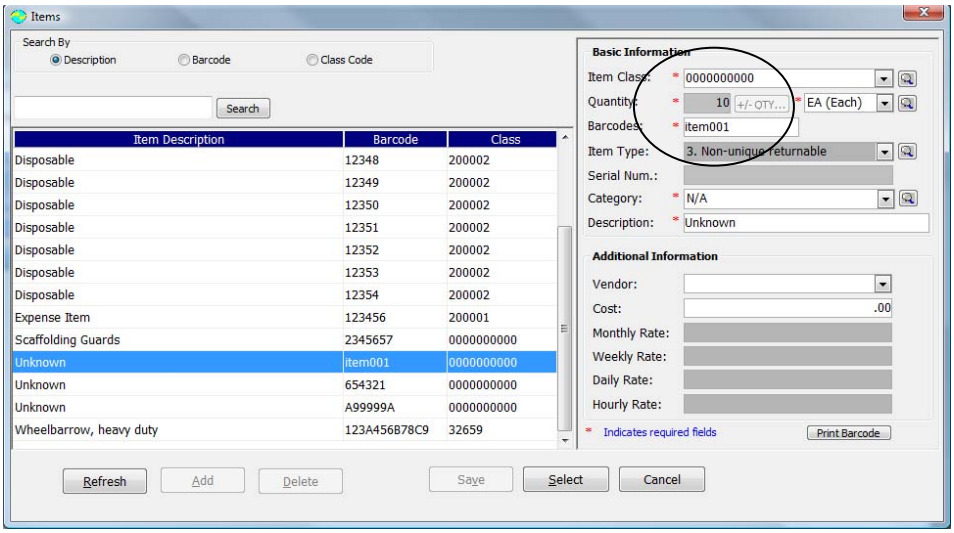
Repair





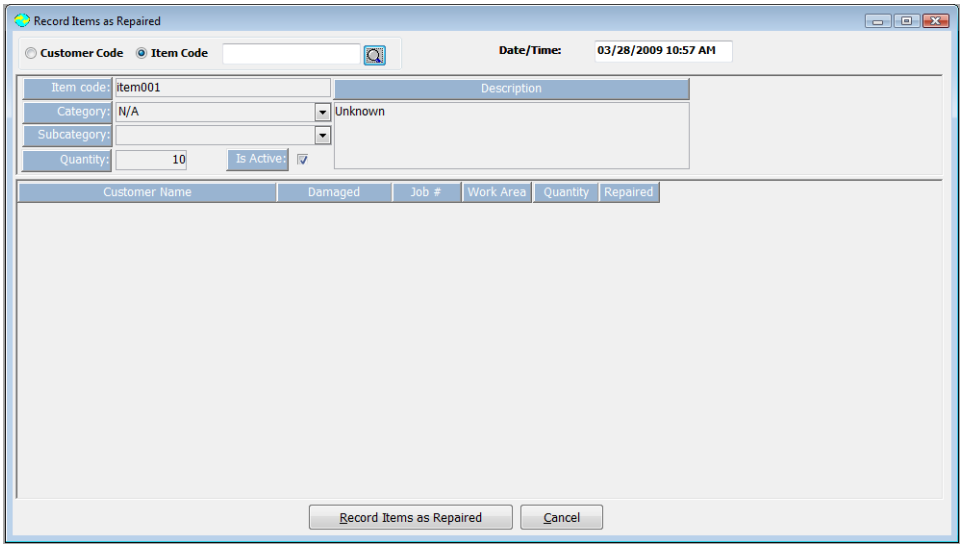
Note the title of the screen. It states that this screen is to be used *to record items **that have been*** repaired.

1. Click . The window below will appear.

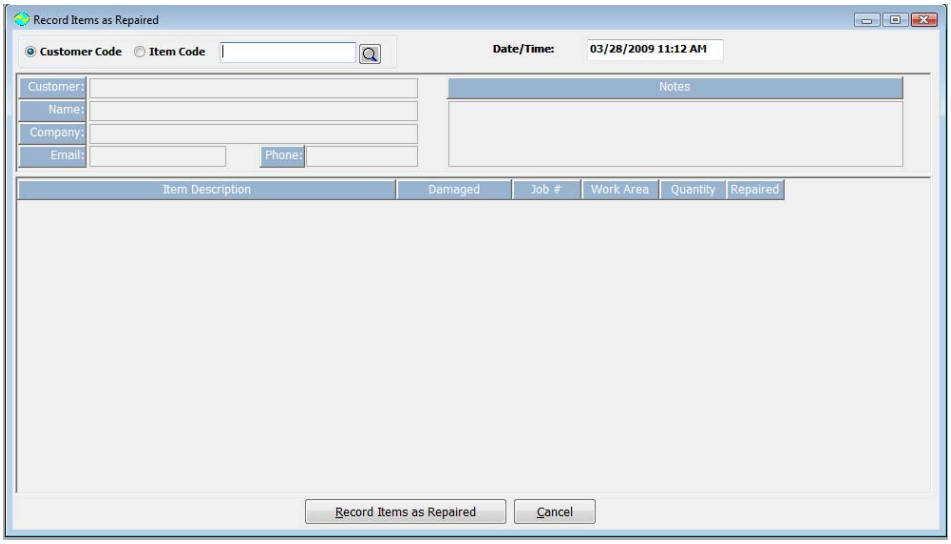


This Item search goes to the Damaged Table for inventory.

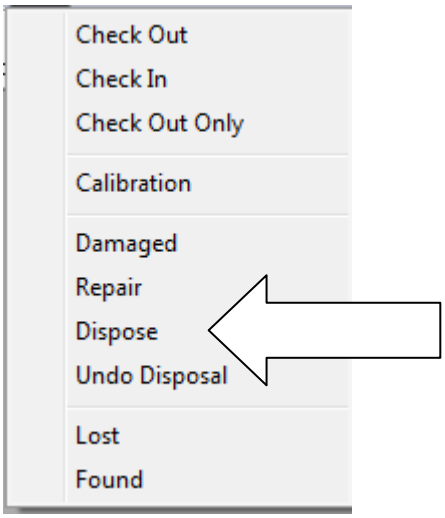
2. Move the cursor over the Item to be returned from repair and click Select.

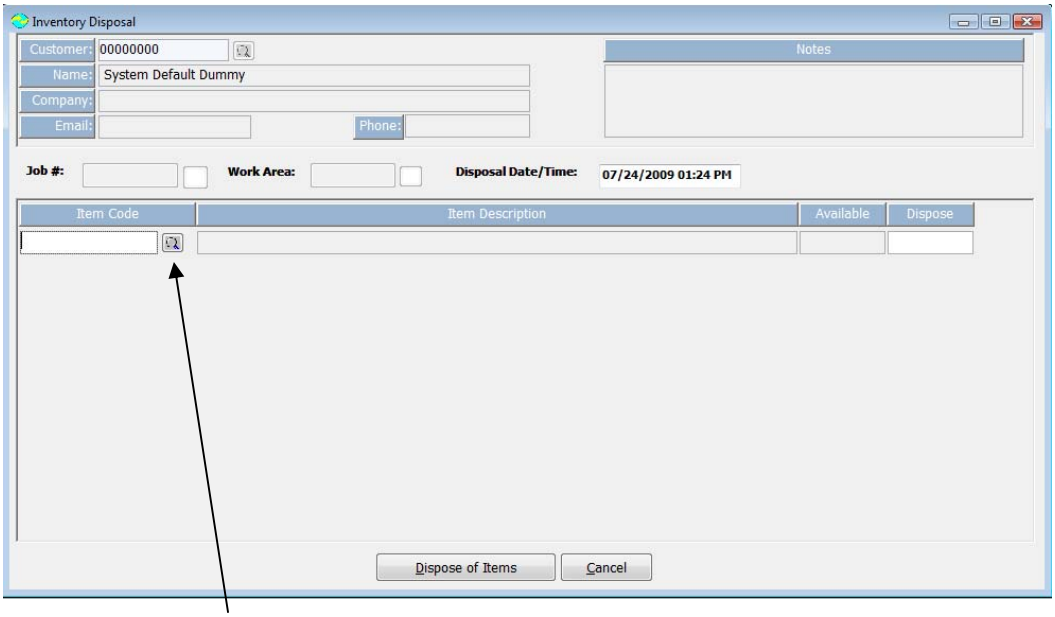


3. Change the Quantity to the repaired quantity and Click Record Items as Repaired. The program will return to its initial state.

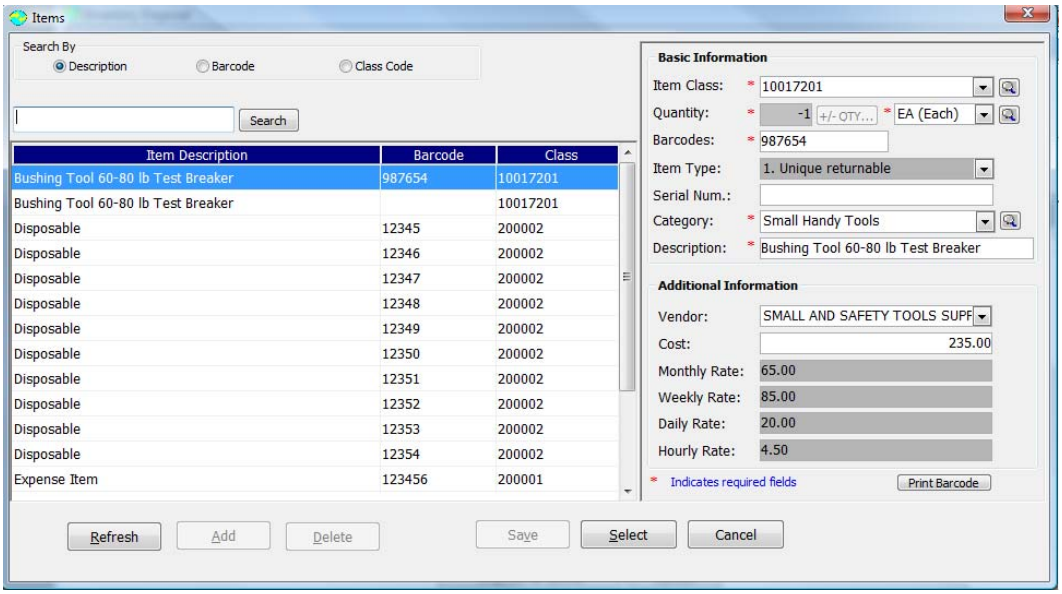

Record Items as Repaired
Customer Code
Item Code
Date/Time:
03/28/2009 11:12 AM
Customer:
Name:
Company:
Email:
Phone:
Notes
Item Description
Damaged
Job #
Work Area
Quantity
Repaired
Record Items as Repaired
Cancel

Dispose

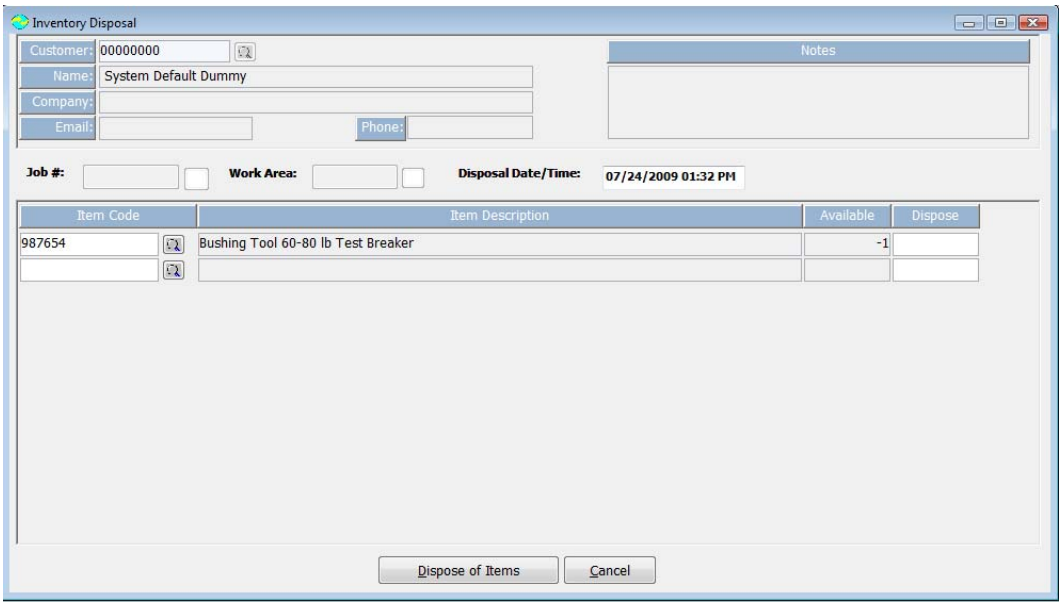




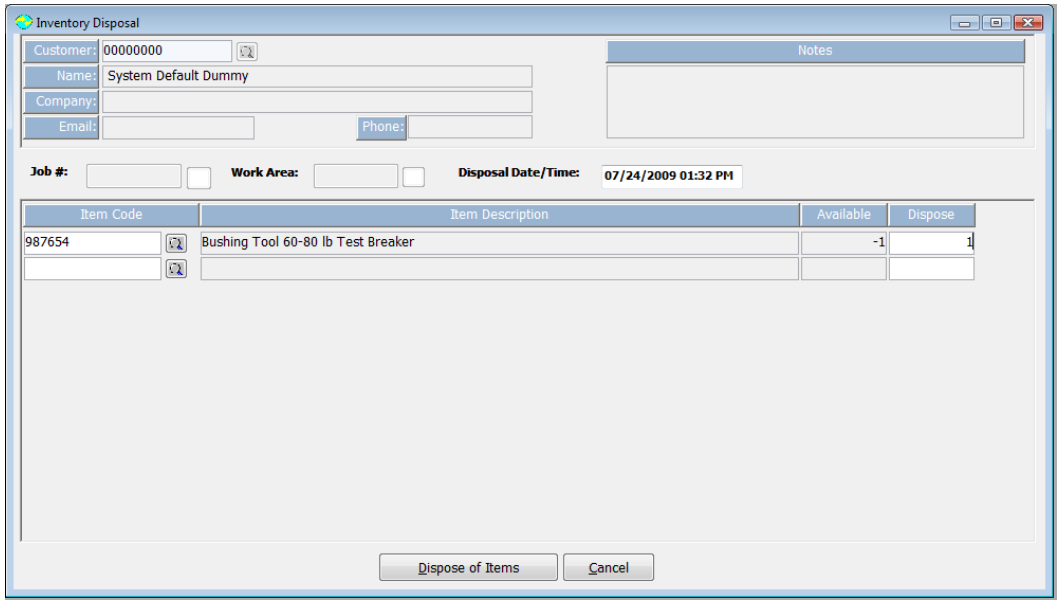
1. Click the under the Item Code column and the following screen will appear.



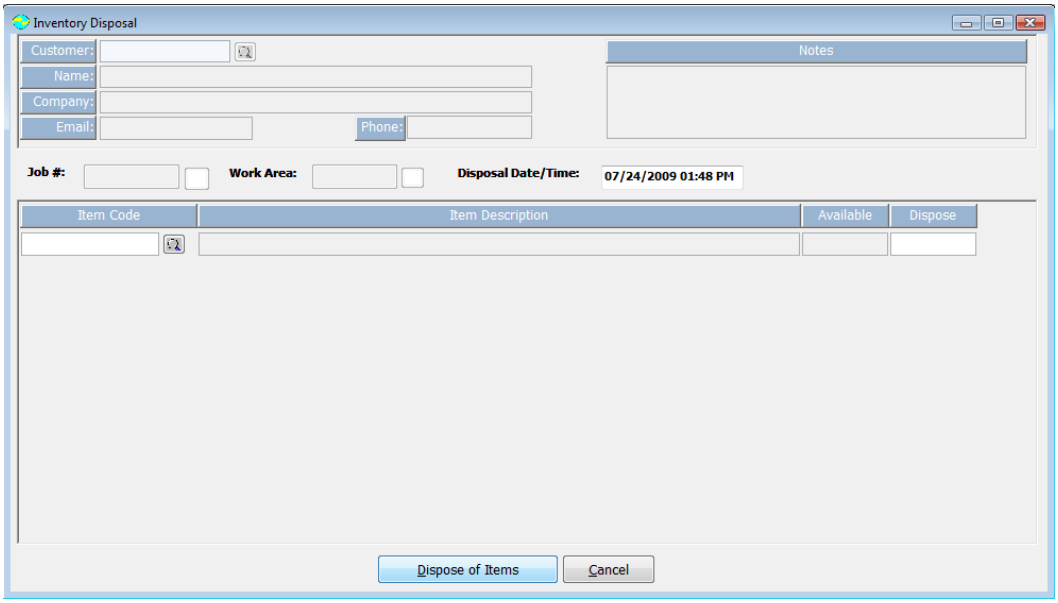
2. This screen is an inquiry into the On-Hand Inventory Table. Regardless of the cause of the of the disposal, the item is going to be removed from On-Hand Inventory and be disposed of.
Select the item to be disposed. For this demonstration, a Bushing Test Breaker will be removed.
Since the Item is already selected, Click Select. The previous screen will appear to continue the transaction.



3. Enter the quantity to be disposed as shown below and Click Dispose of Items. Note that the beginning balance is negative. This will not stop the transaction.

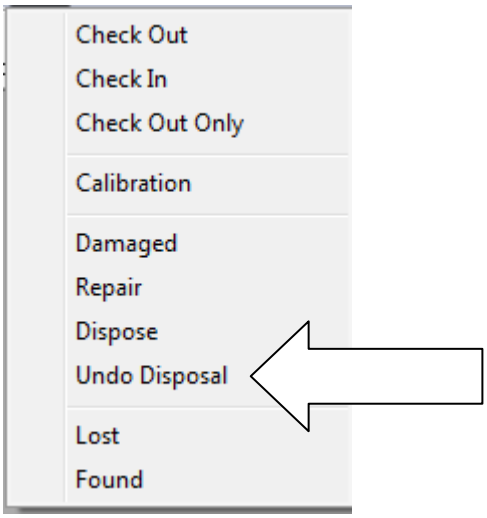


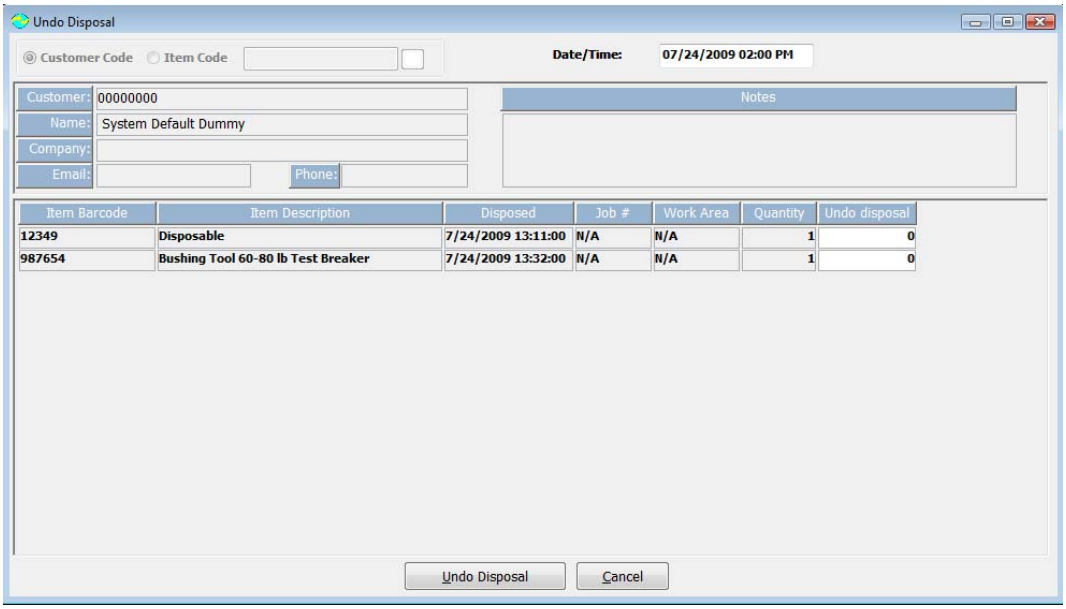
(Entry of Quantity + Dispose of Items)



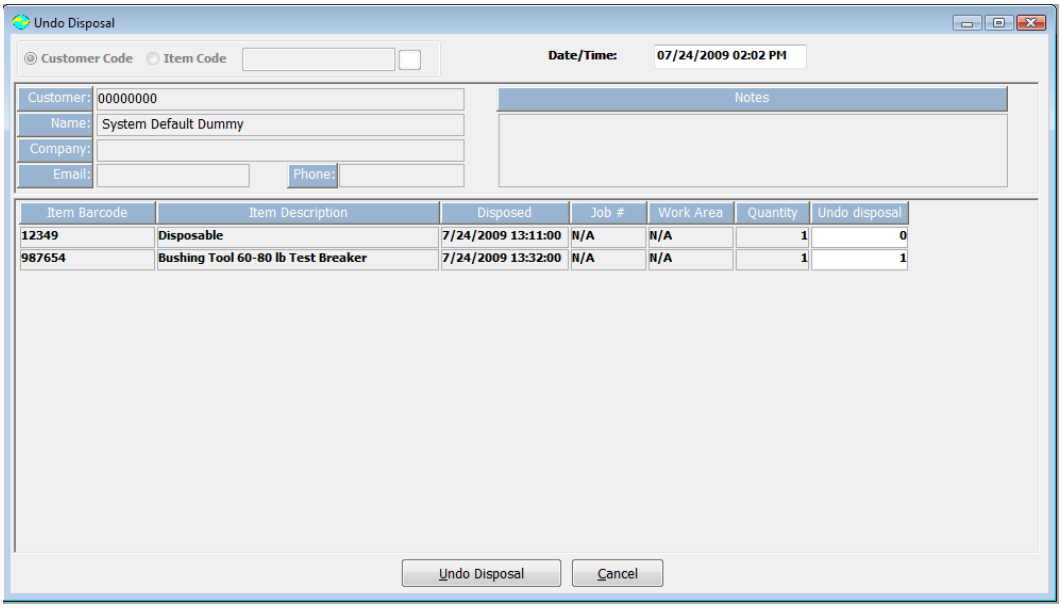
4. This completes the completion of a Disposal transaction.

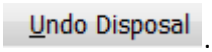
Undo Disposal



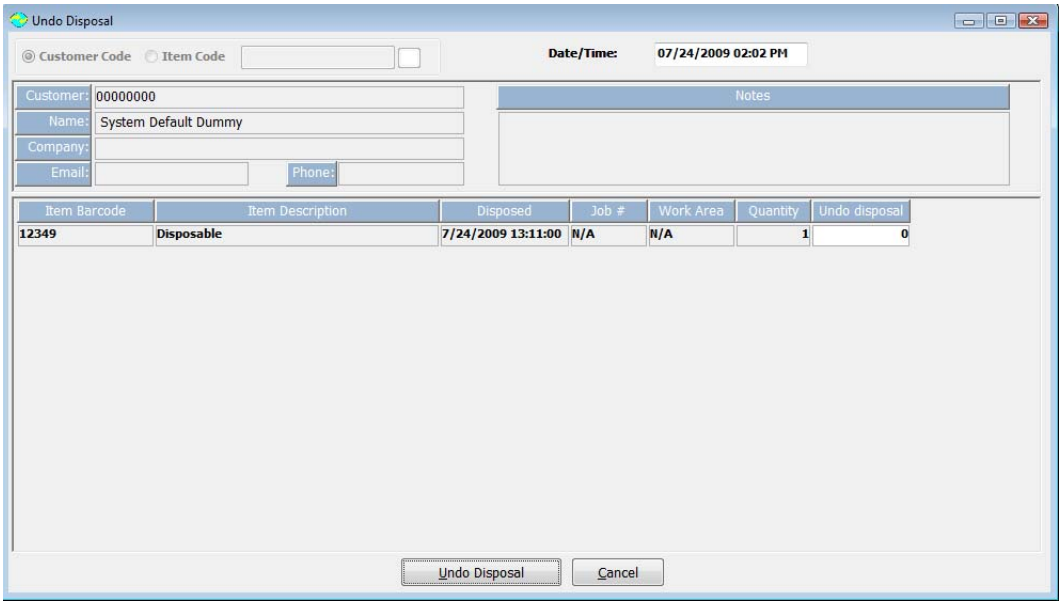


1. With the initial Disposal transaction being completed and the Customer Number being the same, the history of disposed transactions appear above. If it is discovered that a reversal has to take place, then it is a matter of reversing the transaction. To do this, enter the quantity to be reversed as shown below.



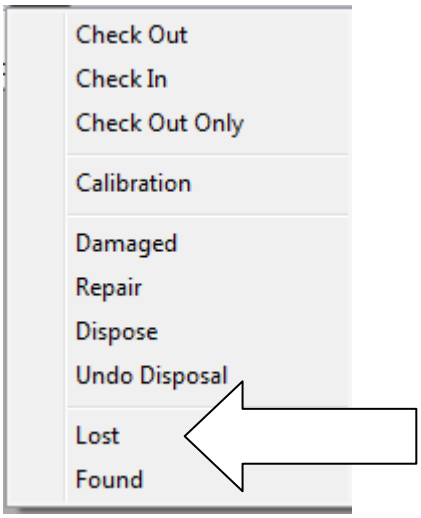
2. As shown above, the quantity to be reversed has been entered. Now Click 

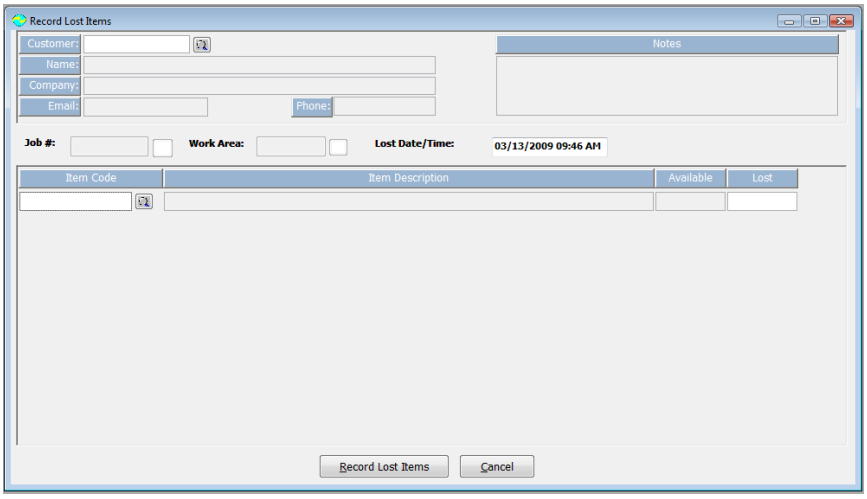
. The following screen displays the result of the transaction.



3. This ends the reversal of a Disposal transaction.

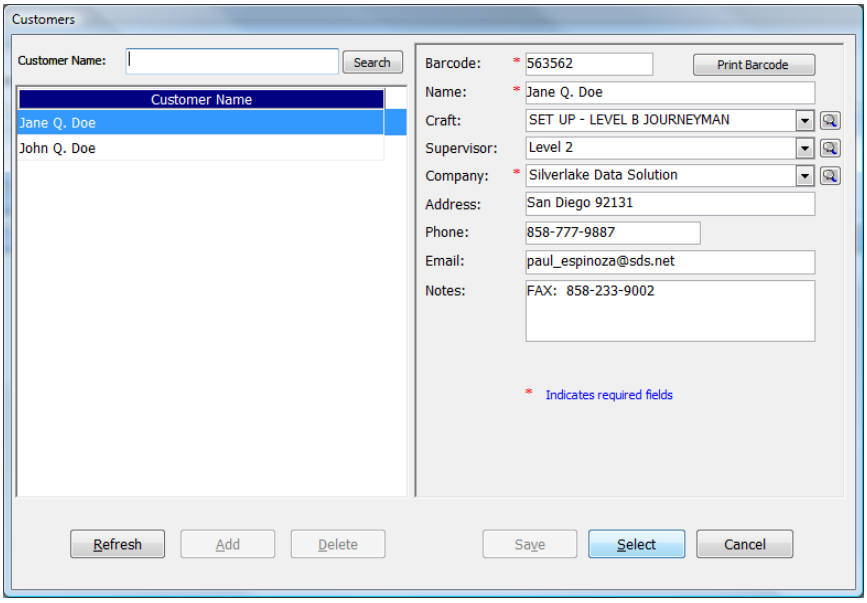
Lost



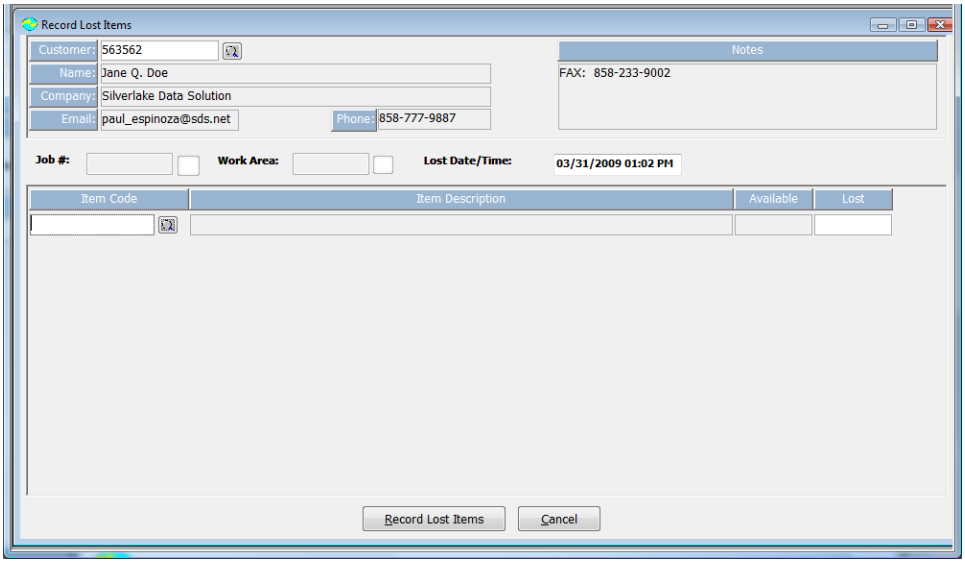


When a Customer/Company reports that it has LOST an item that was checked out, the action to take is to record the loss of the item. To proceed:

1. Move the cursor to the Customer field and Click . The following screen will appear.



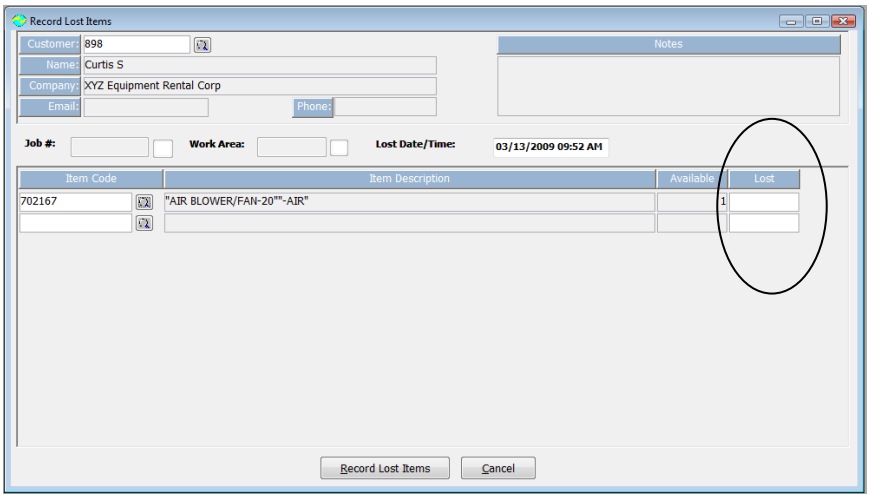
2. Find the Customer Name and Click Select. The program will return to the previous screen with the selection made.



3. Click to search. The following screen will appear.

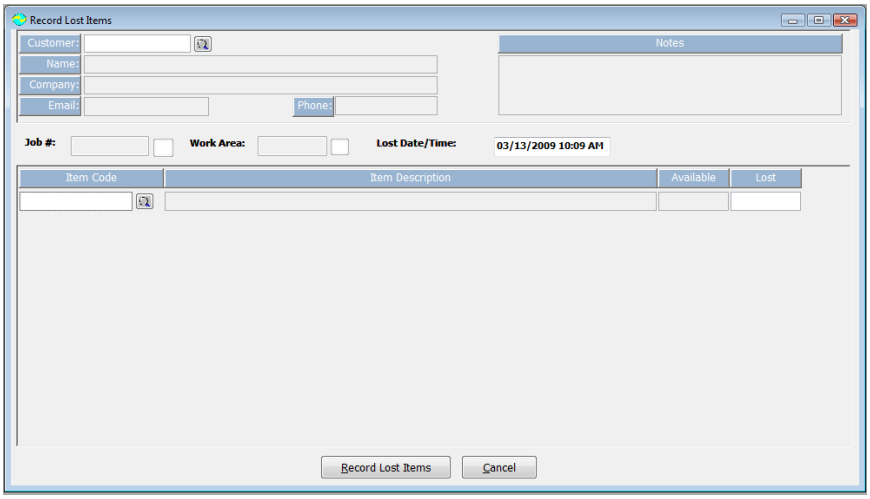
ENTER THE ITEM NUMBER DIRECTLY FROM THE CHECK IN SCREEN.

4. Find and Select the item that is lost and Click Select. The program will go back to the previous screen along with the selection details as seen on the following screen.

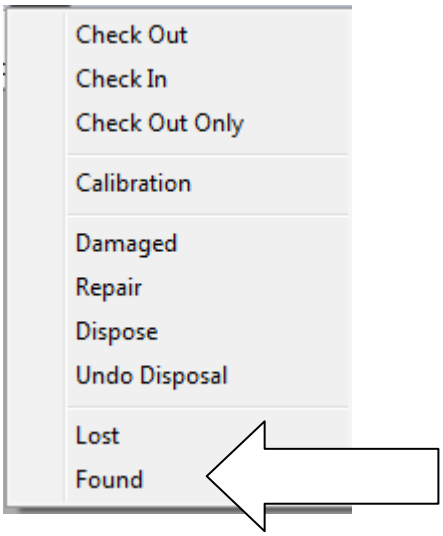


5. Record the quantity lost in the Lost column.

6. Click Record Lost Items. When this option is clicked, the screen above is cleared and ready for a new entry as shown below.

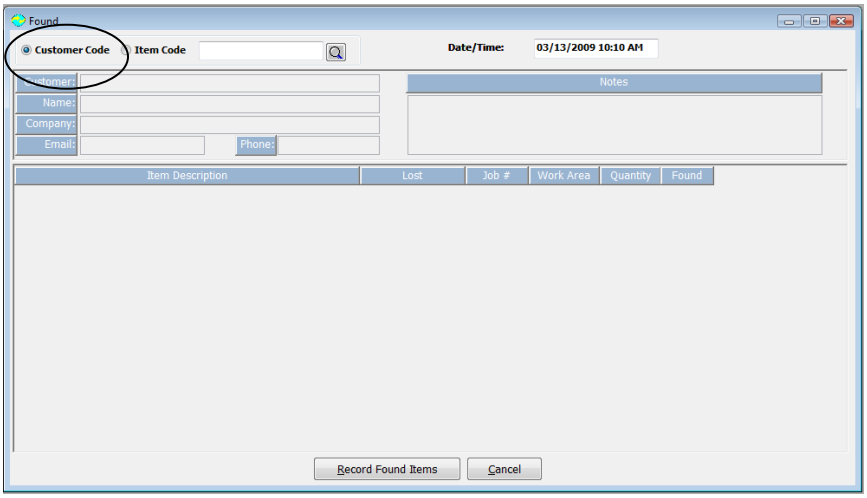


Found

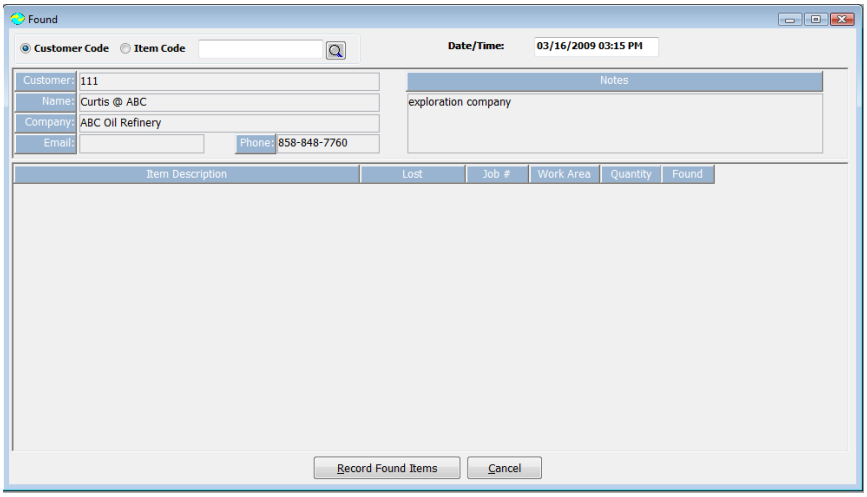


This screen is used to record Items that have been found by either the client Company/Customer or the internal company. To proceed,

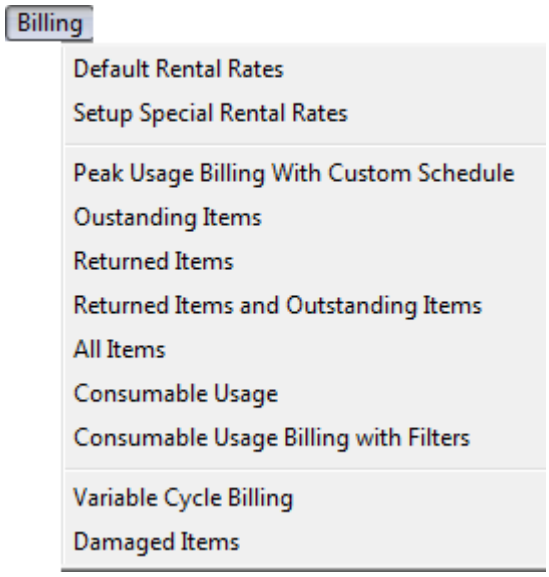
Items that are FOUND by Client Company/Customer



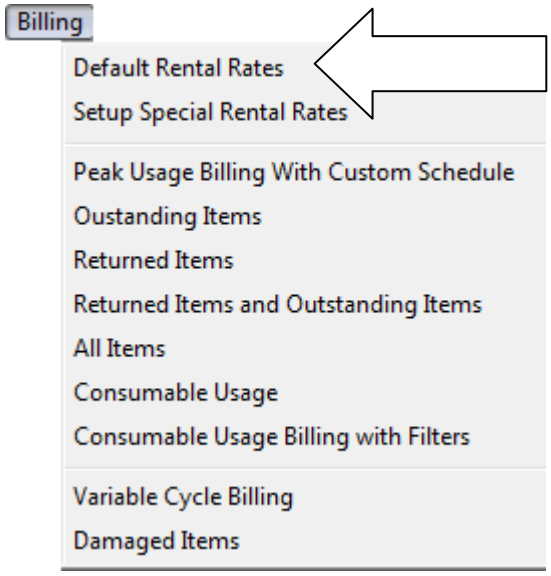
1. Search for the Customer Name as described in Common Processes/Customer Search. The following screen reflects the Customer selected.

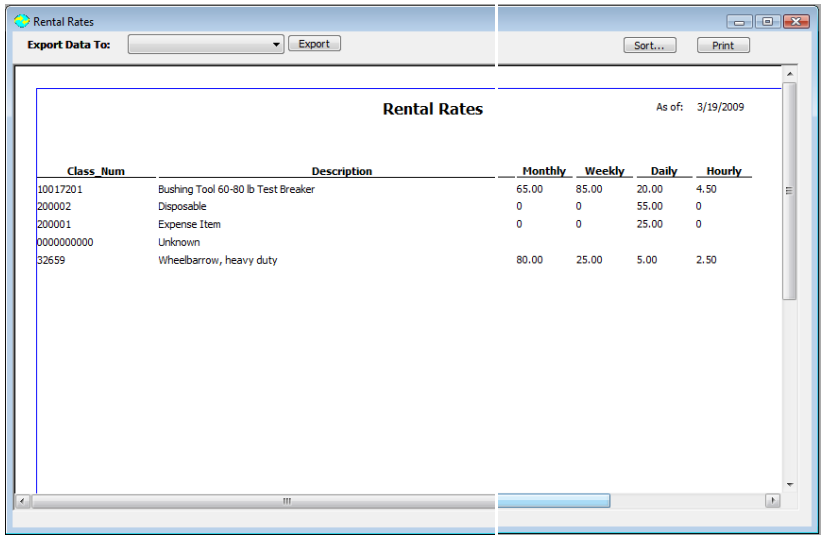

Found
Customer Code
Item Code
Date/Time:
03/16/2009 03:15 PM
Customer:
111
Name:
Curtis @ ABC
Company:
ABC Oil Refinery
Email:
Phone:
858-848-7760
Notes
exploration company
Item Description
Lost
Job #
Work Area
Quantity
Found
Record Found Items
Cancel

BILLING

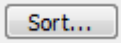

Billing
Default Rental Rates
Setup Special Rental Rates
Peak Usage Billing With Custom Schedule
Oustanding Items
Returned Items
Returned Items and Outstanding Items
All Items
Consumable Usage
Consumable Usage Billing with Filters
Variable Cycle Billing
Damaged Items

View Default (Rental) Rates

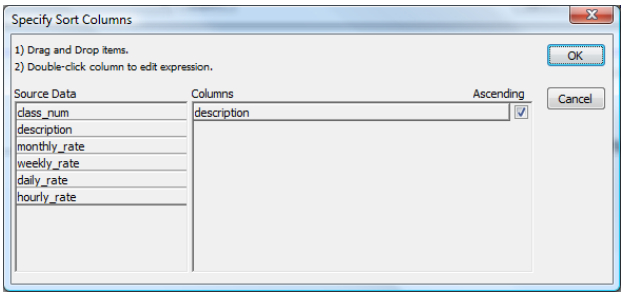



Rental Rates
Export Data To:
Export
Sort...
Print
Rental Rates
As of: 3/19/2009
Class_Num Description Monthly Weekly Daily Hourly
10017201 Bushing Tool 60-80 lb Test Breaker 65.00 85.00 20.00 4.50
200002 Disposable 0 0 55.00 0
200001 Expense Item 0 0 25.00 0
0000000000 Unknown
32659 Wheelbarrow, heavy duty 80.00 25.00 5.00 2.50

This inquiry displays the current Rental Rates of all Classes of Inventory Items. It can be exported to Excel, a Text File (Comma separated), a Text file (Tab separated), a HTML Table and an XML File. It can be sorted prior to printing or exporting. To proceed,

1. To Sort, Click 

. The following drop-down window will appear.



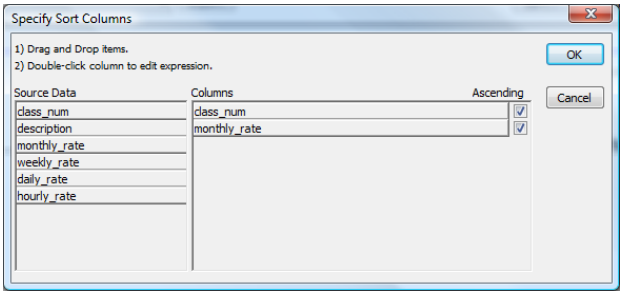
2. In order to sort in this screen and not have to do it in the destination export file, move the cursor over the elements to be sorted, press the cursor and drag the element from left to right for sorting.

To remove from sorting, move the cursor over the element from the right side, press the cursor and move it to the left side of the screen. The sorting will be in the top-down sequence in which the sort elements are moved.

The sample below shows 3 moves:

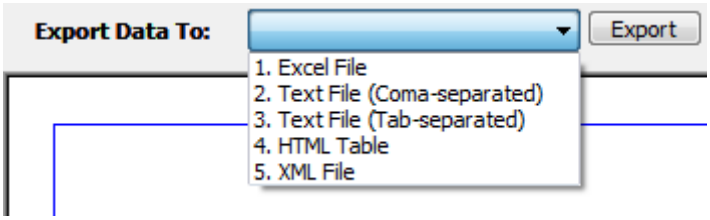
description	to the left, no sort
class num	to the right, sort first
monthly rate	to the right, sort second

When done, Click OK.



3. Export

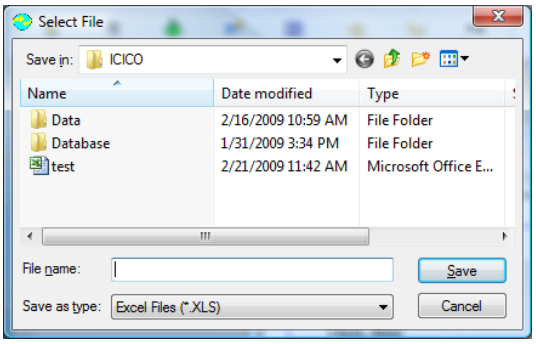
A. Click ▾. The drop-down window displays the destination locations of the data being exported.



A.1 Select a location.

A.2 Excel File

When Excel is selected, Excel will ask the User where the exported file is to be saved as shown below. The file will be saved with a .xls suffix



Once the file is saved, the program does not open the Excel file. Excel has to be opened separately and worked.

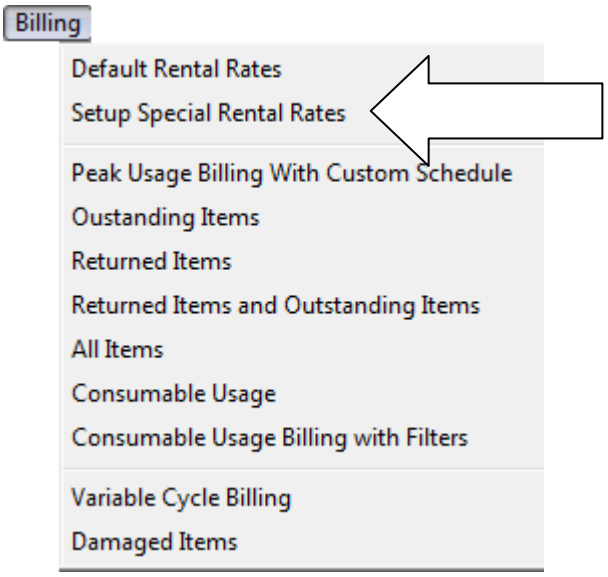
A.3 Text File (Comma-separated) When this Text file option is selected, the same routine occurs as with Excel except that the file suffix is .csv.

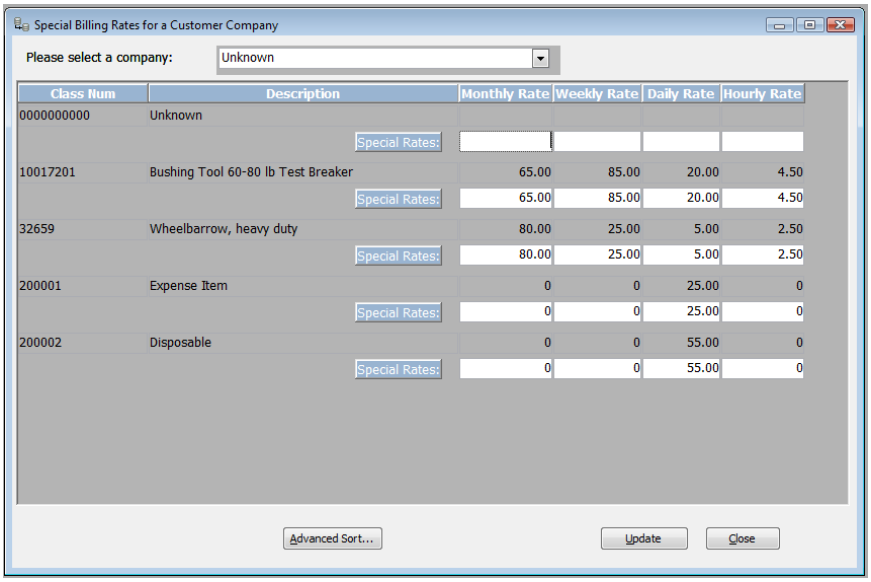
A.4 Text File (Tab-separated) When this Text file type is selected, the same routine occurs as with Excel and .csv files except that the file suffix is .txt

A.5 HTML Table When this method is used, the file suffix is .htm

A.6 XML File When this method is used, the file suffix is .xml.

Setup Special (Rental) Rates

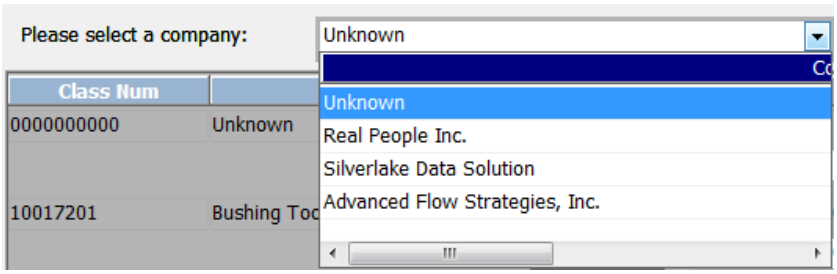




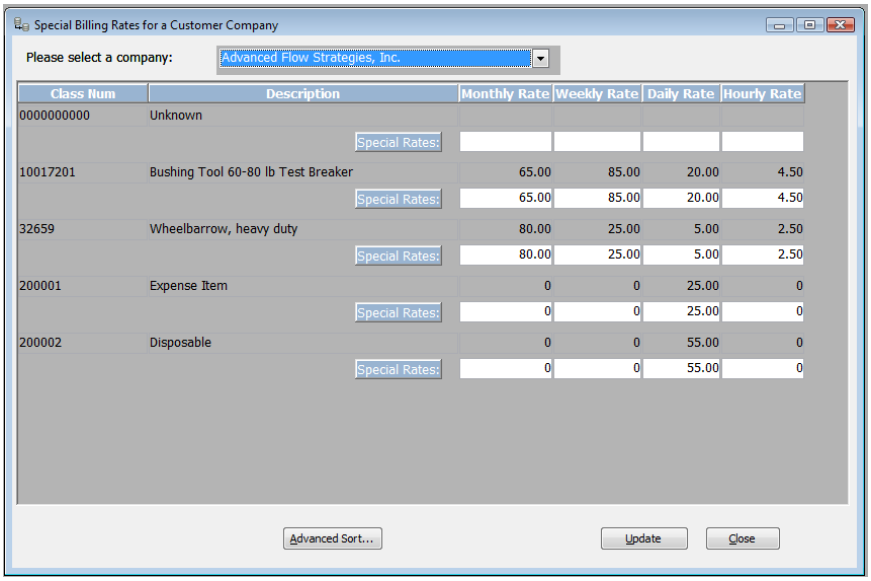
This feature is provided for customers who have a special standing with a company. The reasons determine special rates for items that are checked out by these firms. The 2 rows above reflect the rates associated with the Item when it was first added to the system. The rates in the fields with the white background are special rates.

Therefore to proceed,

1. To select a company for special rates, Click . The drop-down window will appear that contains the companies (Notice that there are no Customer Names here) previously defined with the Companies screen.

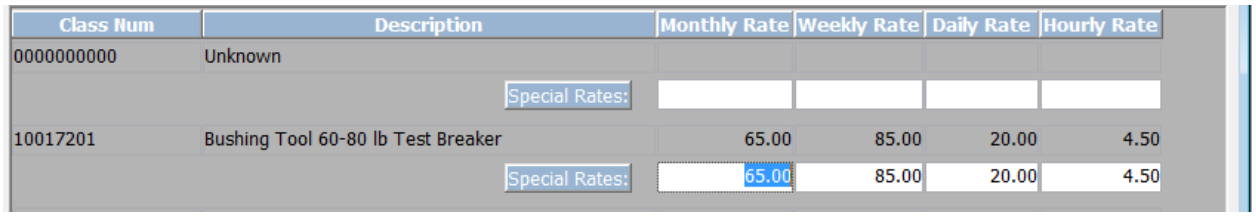


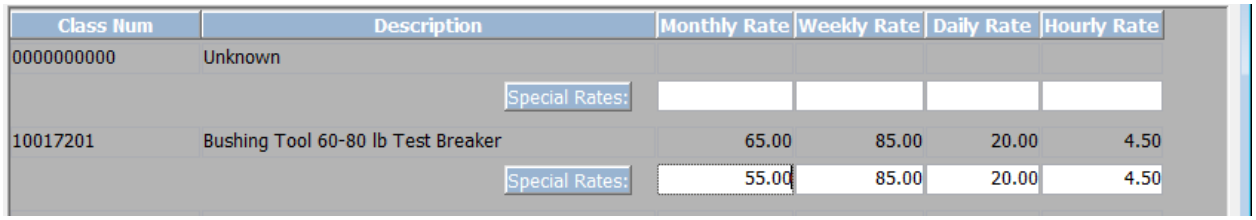
2. Move the cursor to the company desired and Click on the Company. The initial screen will appear again with the selection appearing at the top of the screen as shown below.



Note that the fields that had the previous Company's rates were not blanked out. This provision was included so if special rates are the same for other companies, they may apply to this Company as well and will reduce maintenance time. This is true when the maintenance is extensive.

3. To change a rate, move the cursor to the field to be changed and Click. The field will be highlighted and the new value can be entered as shown below.



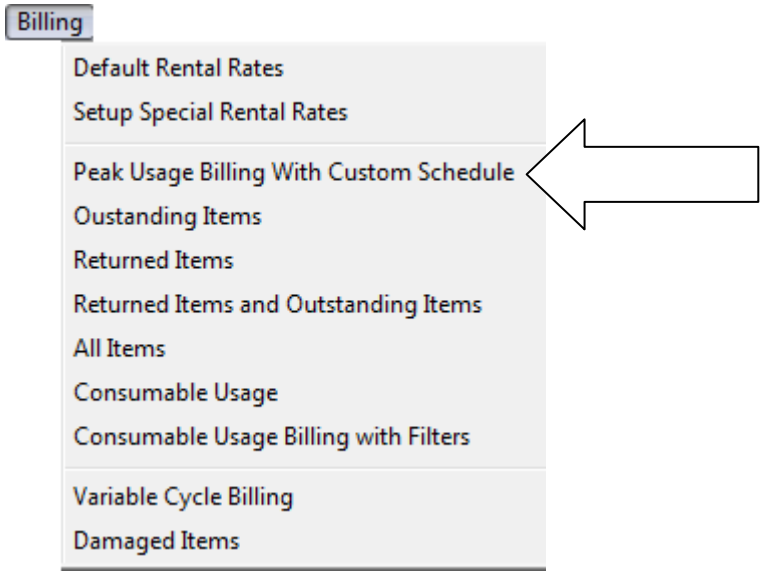


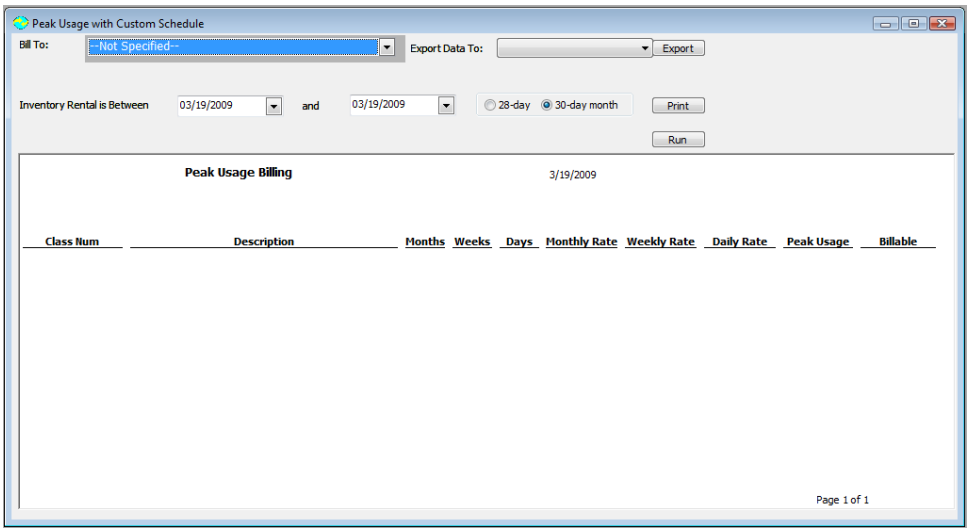
Class Num	Description	Monthly Rate	Weekly Rate	Daily Rate	Hourly Rate
0000000000	Unknown				
	Special Rates:				
10017201	Bushing Tool 60-80 lb Test Breaker	65.00	85.00	20.00	4.50
	Special Rates:	55.00	85.00	20.00	4.50

4. When all the entries are made, Click Update. If all the entries are complete, Click Close.

Advanced Sort behaves and operates in the same manner as shown in the View Default Rates screen.

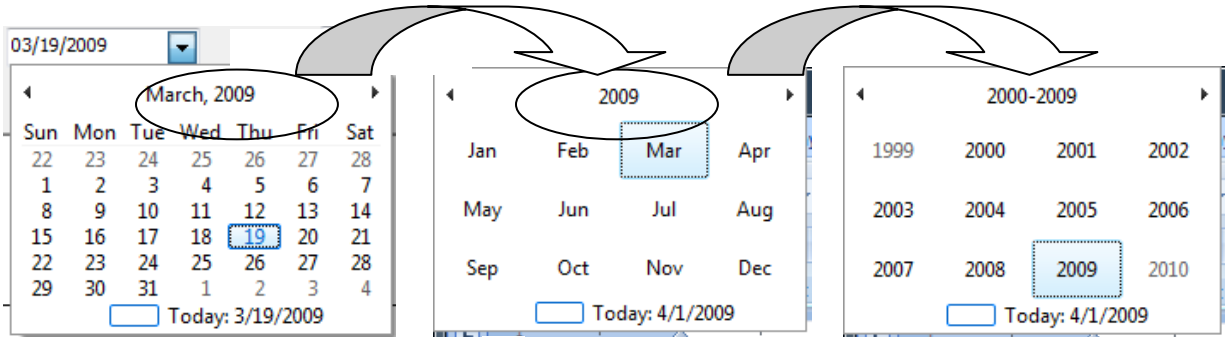
Peak Usage Billing (With Custom Schedule)





The concept of Peak Usage Billing is based on supply and demand. Peak usage is reached when the rate at which Items are demanded is highest during a period of time. To proceed,

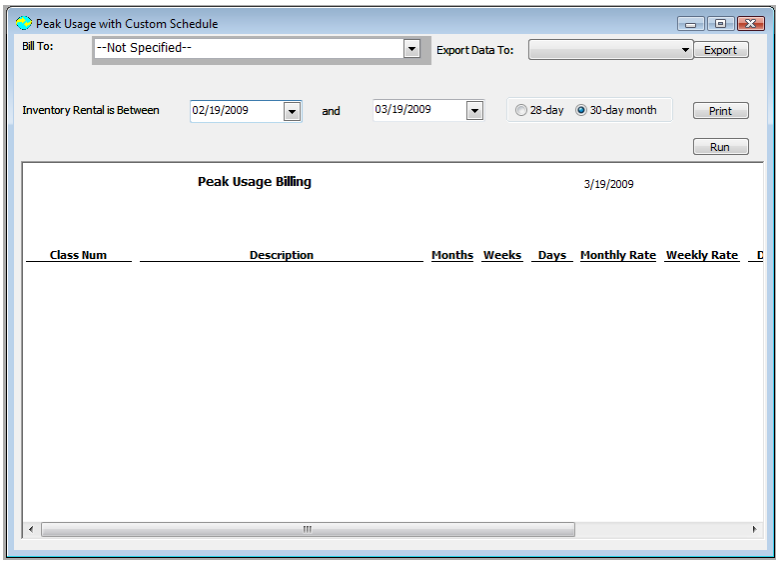
1. Select a Company by moving the cursor to the and Click.
2. Select the Inventory Rentals date range by first moving the cursor to the left date range (Start) and then to the right date range (End). Move the cursor to the Start Date field and Click. The following drop-down window will appear.



3. To go to a previous month, Click . Keep clicking the carrot if more months are required. This will define the Starting Date of the date range.

3b. To go to a previous year, click the month displayed as shown at the left. The window changes. Click the Year. Select the year by clicking the year desired.

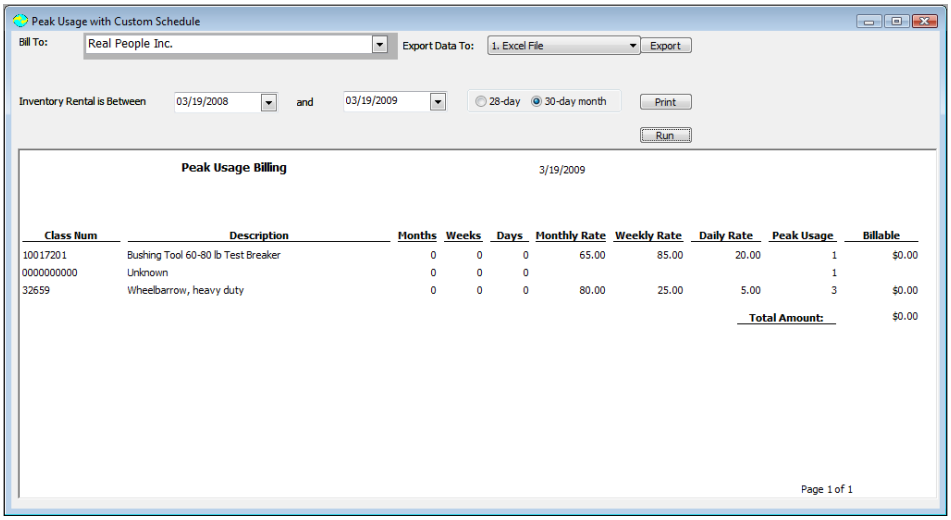
4. Do the same for the Ending Date of the date range.



5. With the date range defined, decide if exporting or printing will be performed. If export, move the cursor to the ▼ next to the Export field and Click and select from the destinations available as shown in the View Default Rates screen.

6. Review what had been done so far:
   - A. A Company to bill has been selected
   - B. A date Range has been defined
   - C. A decision to Export or Print has been reached and Export details have been set

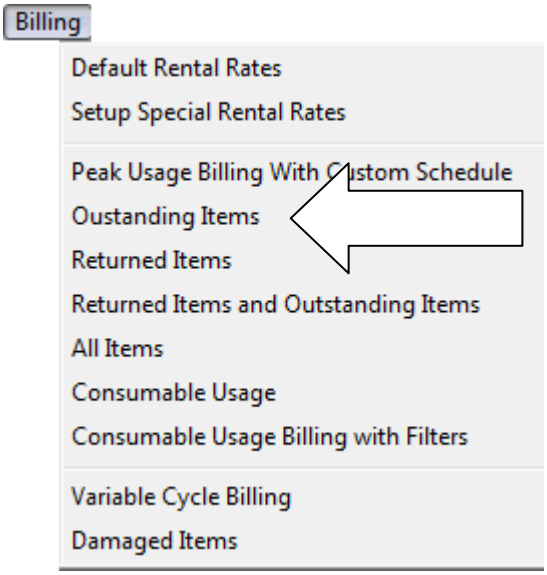
   To generate the data, Click Run. The program will run and the data will appear on the screen as shown below.

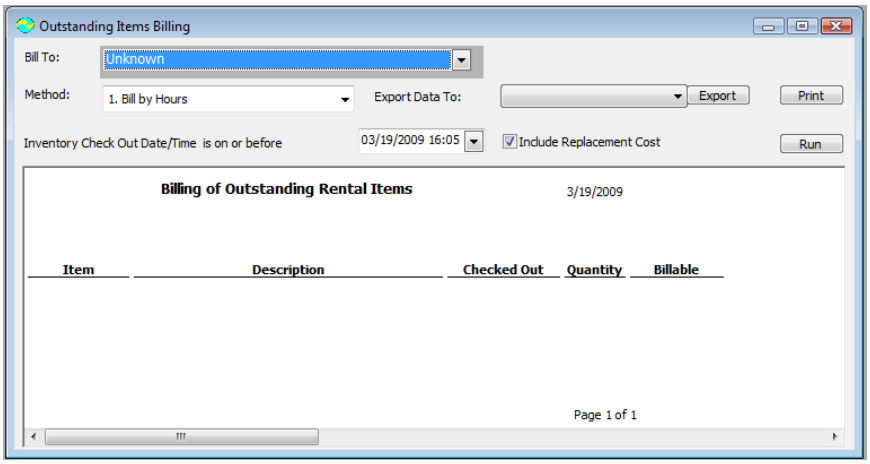


7. To print, Click Print and then define the output printer.

8. To Export, Click Export, then define the destination directory. When complete, the program will return to its original blank state.

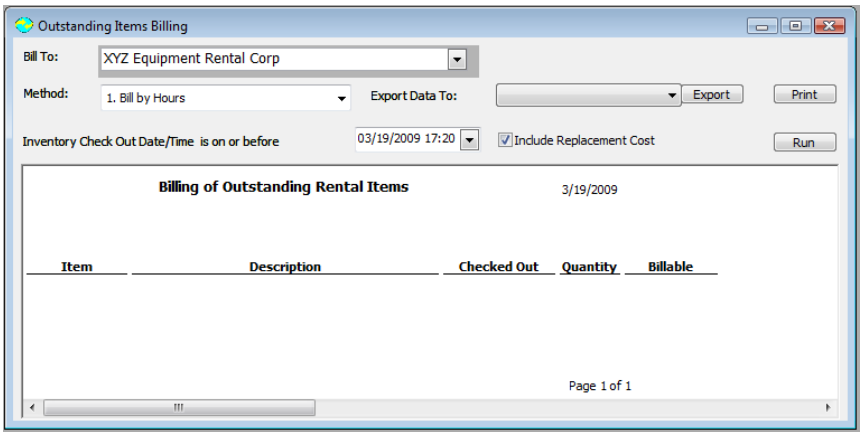
(Invoice) Outstanding Items





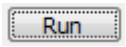
Some firms make it a practice to provide larger Customer/Companies a regular statement depicting the total amount of billing that is outstanding at a particular time. How to bill depends on what agreements the company and its individual customers have reached. To generate this billing,

1. Selecting the "Bill To" customer is the same as Searching. Click . A drop-down window will appear. Select the customer and Click. The following depicts the screen with a Customer selected.



2. Select the Billing method.

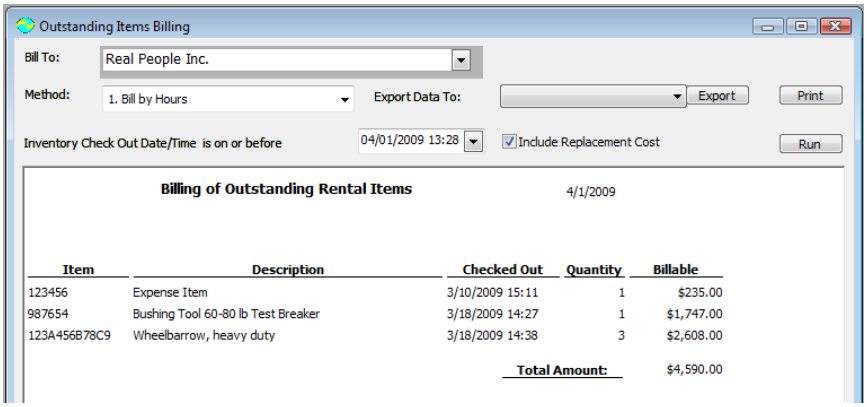
3. Select the date. All Items that are due prior to this date are overdue.

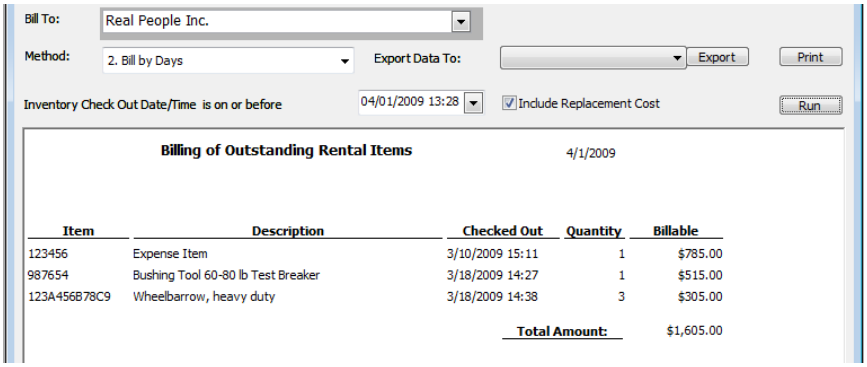
4. To determine the billing rate amounts, move the cursor and Click 

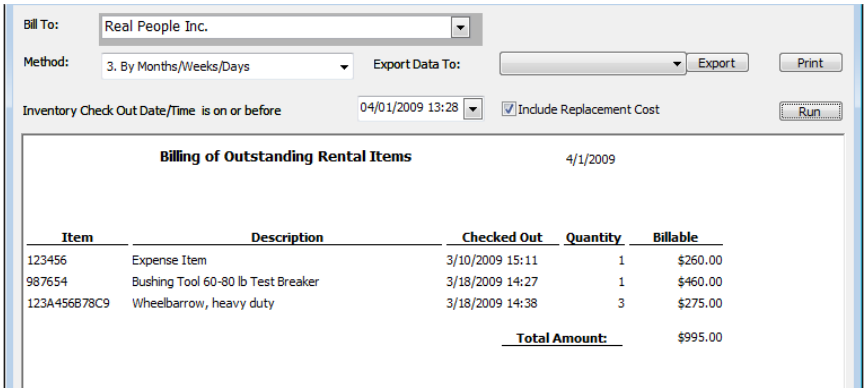
.

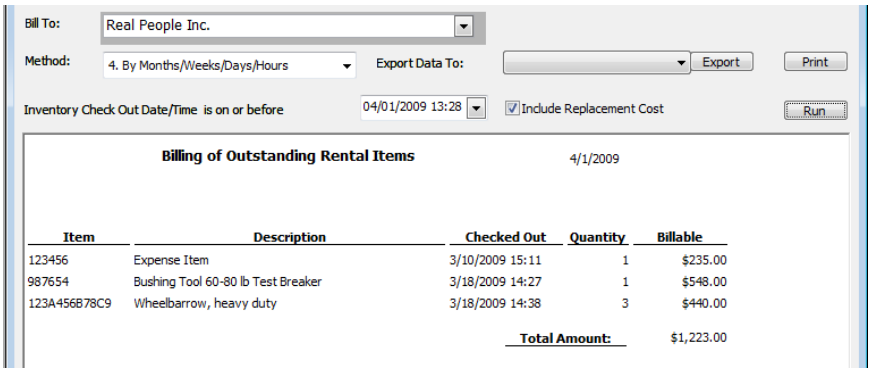
We will look at **4 invoices** in order to substantiate **the importance of setting Steps 2 and 3.** In addition, an example will be provided to show how the calculations took place.

Example 1 Parameters: Bill To Real People Inc. Date: 04/01/2009 13:28



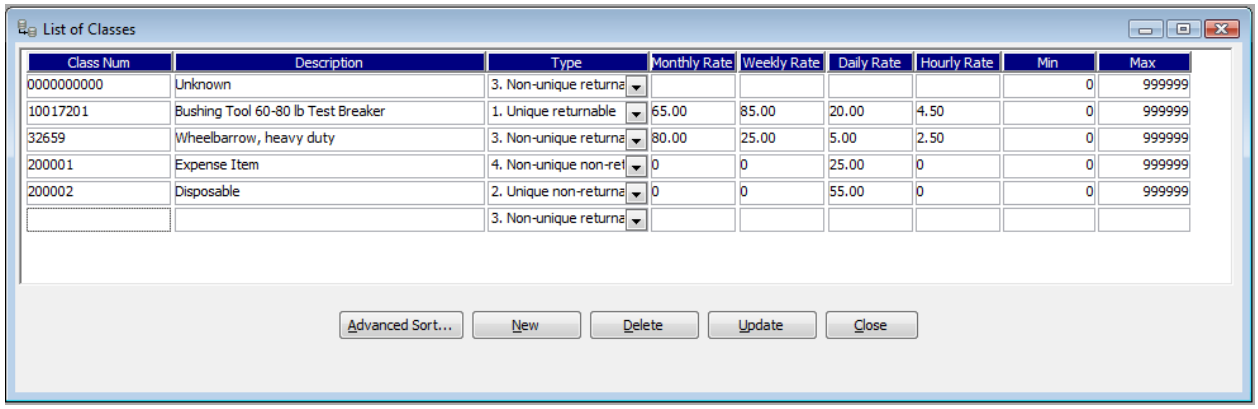



Bill To: Real People Inc.
Method: 3. By Months/Weeks/Days
Export Data To:
Export
Print
Inventory Check Out Date/Time is on or before 04/01/2009 13:28
Include Replacement Cost
Run
Billing of Outstanding Rental Items
4/1/2009
Item Description Checked Out Quantity Billable
123456 Expense Item 3/10/2009 15:11 1 $260.00
987654 Bushing Tool 60-80 lb Test Breaker 3/18/2009 14:27 1 $460.00
123A456B78C9 Wheelbarrow, heavy duty 3/18/2009 14:38 3 $275.00
Total Amount: $995.00


Bill To: Real People Inc.
Method: 4. By Months/Weeks/Days/Hours
Export Data To:
Export
Print
Inventory Check Out Date/Time is on or before 04/01/2009 13:28
Include Replacement Cost
Run
Billing of Outstanding Rental Items
4/1/2009
Item Description Checked Out Quantity Billable
123456 Expense Item 3/10/2009 15:11 1 $235.00
987654 Bushing Tool 60-80 lb Test Breaker 3/18/2009 14:27 1 $548.00
123A456B78C9 Wheelbarrow, heavy duty 3/18/2009 14:38 3 $440.00
Total Amount: $1,223.00

			B I L L I N G			M E T H O D S
Item	Checked Out	Qty	By Hr	By Day	Mon/Wk/Dys	Mon/Wk/Dys/Hrs
123456	3/10/2009 15:11	1	$ 235	785	260	235
987654	3/18/2009 14:27	1	$1747	515	460	548
123A456B78C9	3/18/2009 14:38	3	$2615	305	275	440

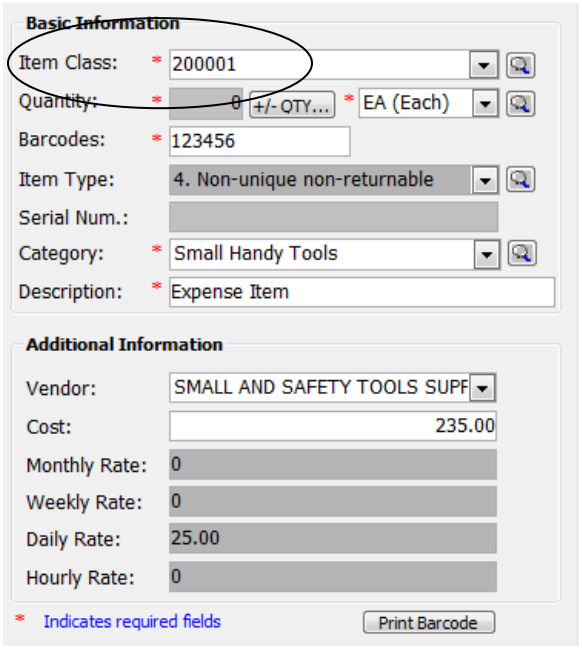
Why the variations? Let's look at the Billing Rates that this Company is using to determine how the calculations have taken place.


List of Classes
Class Num Description Type Monthly Rate Weekly Rate Daily Rate Hourly Rate Min Max
0000000000 Unknown 3. Non-unique returna 0 999999
10017201 Bushing Tool 60-80 lb Test Breaker 1. Unique returnable 65.00 85.00 20.00 4.50 0 999999
32659 Wheelbarrow, heavy duty 3. Non-unique returna 80.00 25.00 5.00 2.50 0 999999
200001 Expense Item 4. Non-unique non-ret 0 0 25.00 0 0 999999
200002 Disposable 2. Unique non-returna 0 0 55.00 0 0 999999
3. Non-unique returna
Advanced Sort... New Delete Update Close

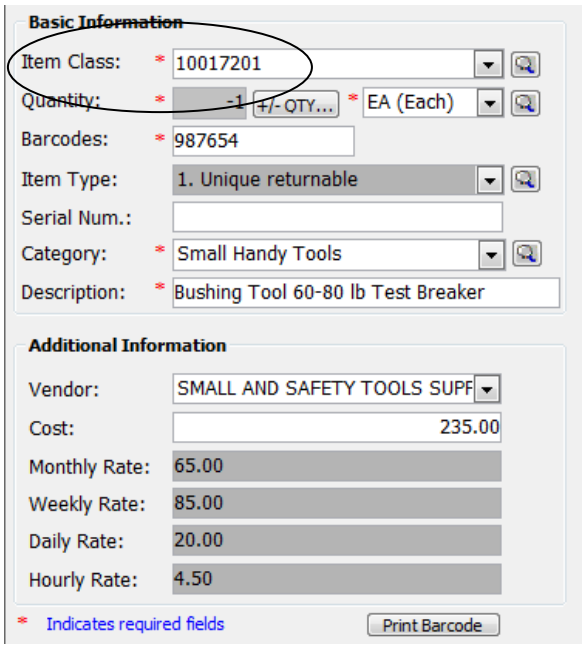
Billing Rates are based on Classifications (of Items). They range from minutes to Months. For our example, the classes affected in the calculations are: 200001, 32659 and 10017201.

Determining the Item Class of an Item?: Open Items screen, and Item class will be on the top right.

123456



987654



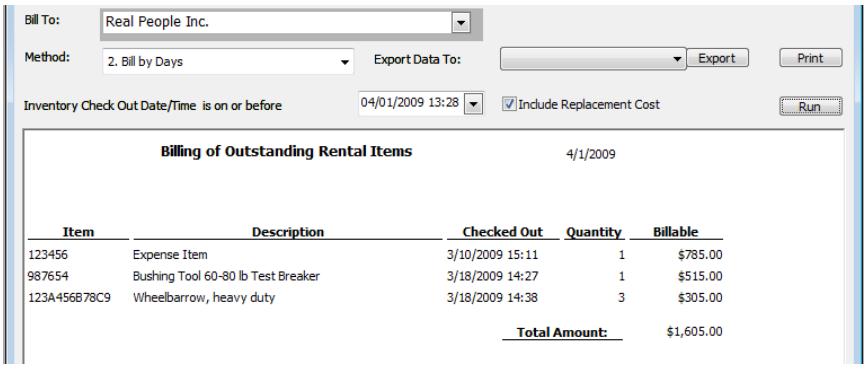
CALCULATION EXAMPLE

Item	Class	Rates per Month	Week	Daily	Hour	Minute	MAX
123456	200001	0	0	25.00	0	0	999999
987654	10017201	65.00	85.00	20.00	4.50	0	999999
123A456B78C9	32659	80.00	25.00	5.00	2.50	0	999999

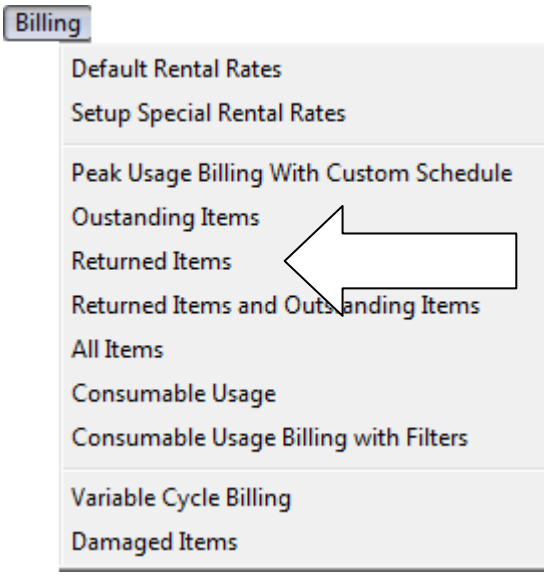
Days	Hrs	Minutes			
3/10	1	1	16	31	46
11	2	2	17	32	47
12	3	3	18	33	48
13	4	4	19	34	49
14	5	5	20	35	50
15	6	6	21	36	51
16	7	7	22	37	52
17	8	8	23	38	53
18	9	9	24	39	54
19	10	10	25	40	55
20	11	11	26	41	56
21	12	12	27	42	57
22	13	13	28	43	58
23	14	14	29	44	59
24	15	15	30	45	60
25	16				
26	17				
27	18				
28	19				
29	20				
30	21				
31	22				
4/1	23				
	24				

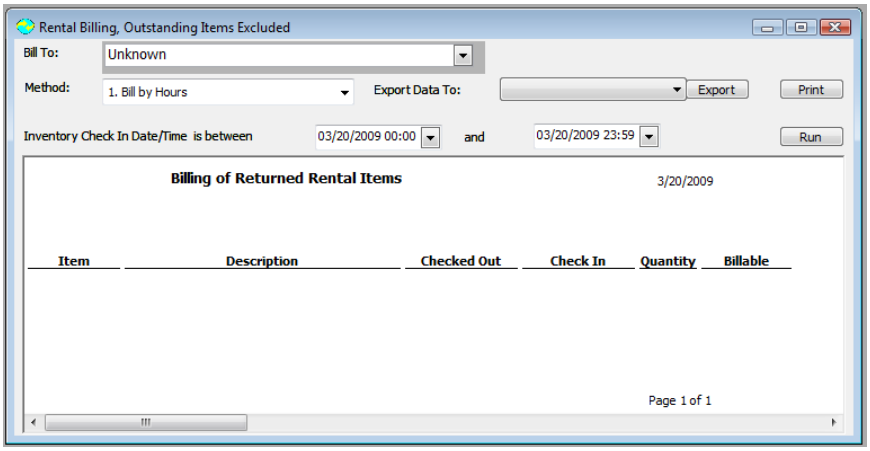
Item **123456** checked out 3/10/2009 at 15:11pm

Check Out Time:	3/10/2009	15:11	
Billing Time:		4/01/2009	13:28
Days elapsed:		Day 10	2400
			-1511
			9:49
		LESS THAN DAY	
Days elapsed		Day 11-31	21
days			
		Last Day 00.00	
			13.28
			13.28
		LESS THAN 1 DAY	
Summary:	Day 10	9 hrs 49 min.	1 day
	11-31	21 Days	1
	4/1	13 hr 28 min.	1 day
TOTAL ELAPSED DAYS		23	
Rate per Day		$25.00	
TOTAL INVOICE		$575.00	



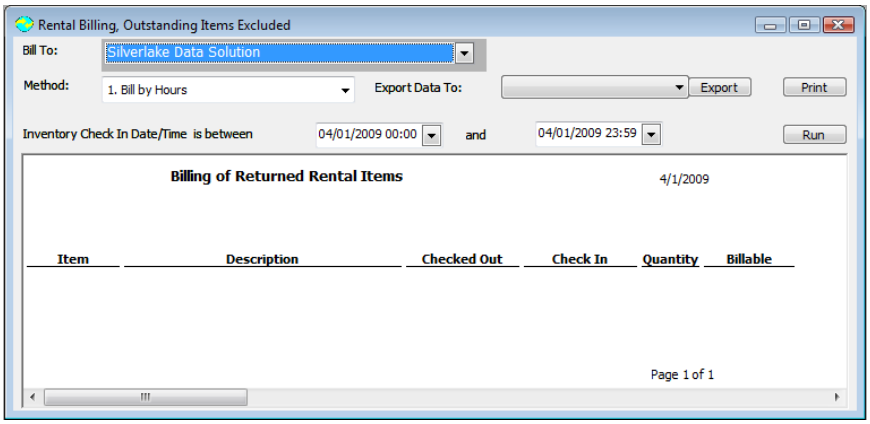
(Invoice) Returned Items





This Billing screen is By Company for Items that have been Checked In. To proceed,

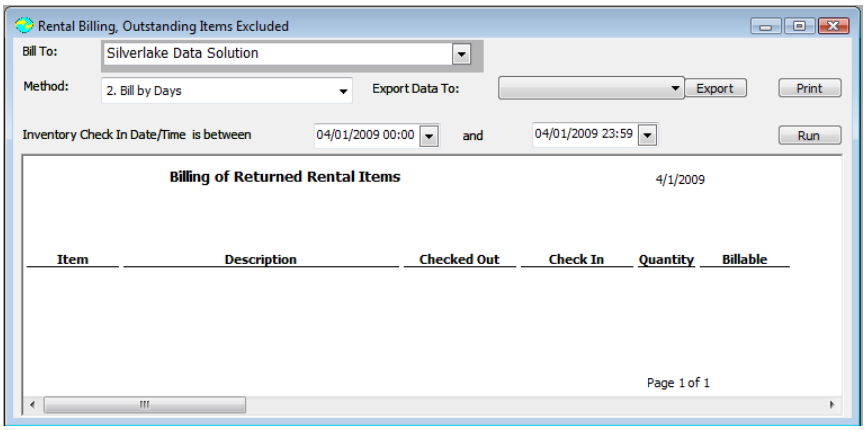
1. Select the Company by Clicking .

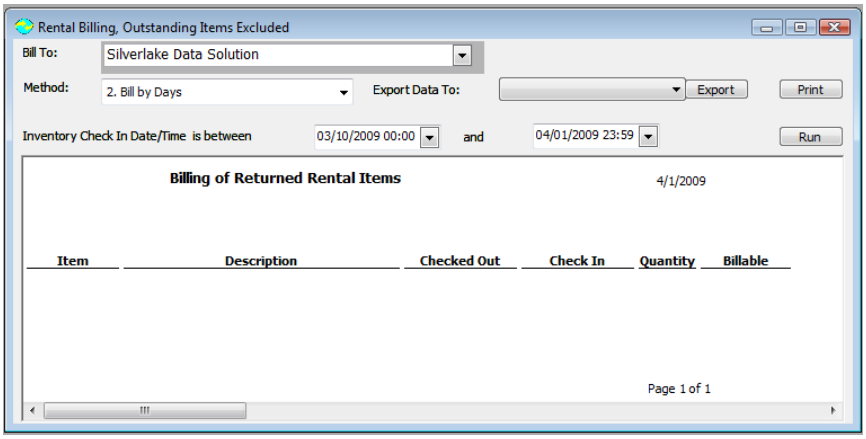


2. Select a (Billing) Method: Days for this example.

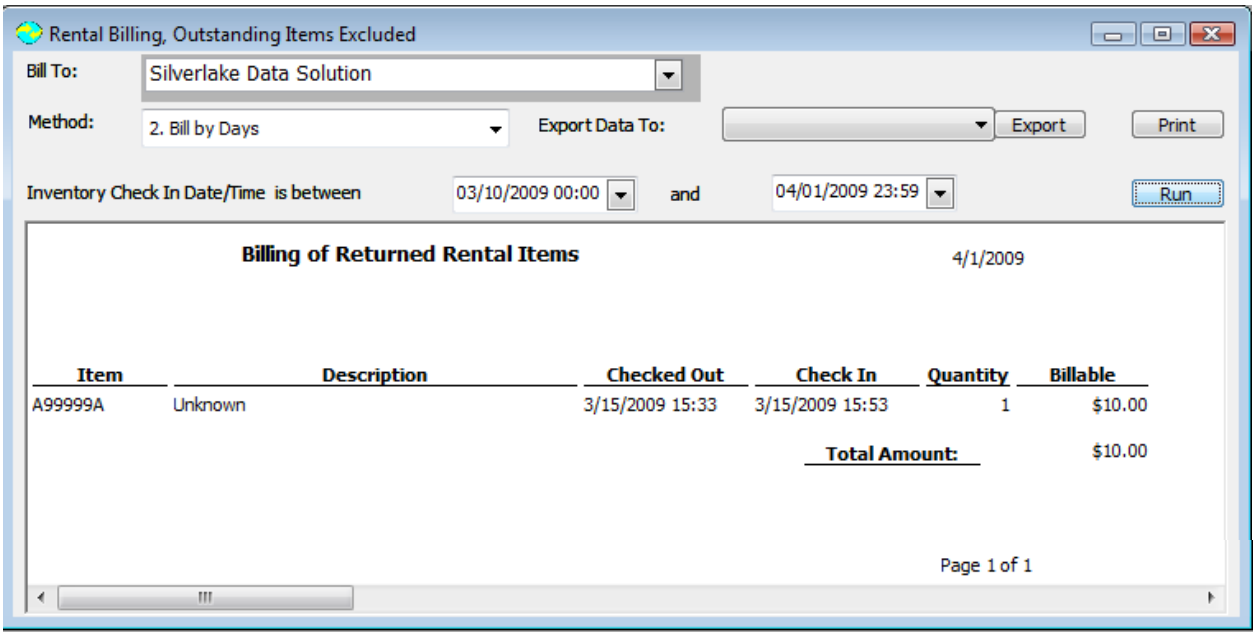
3. Select a Check In Date:

Use 3/10/2009





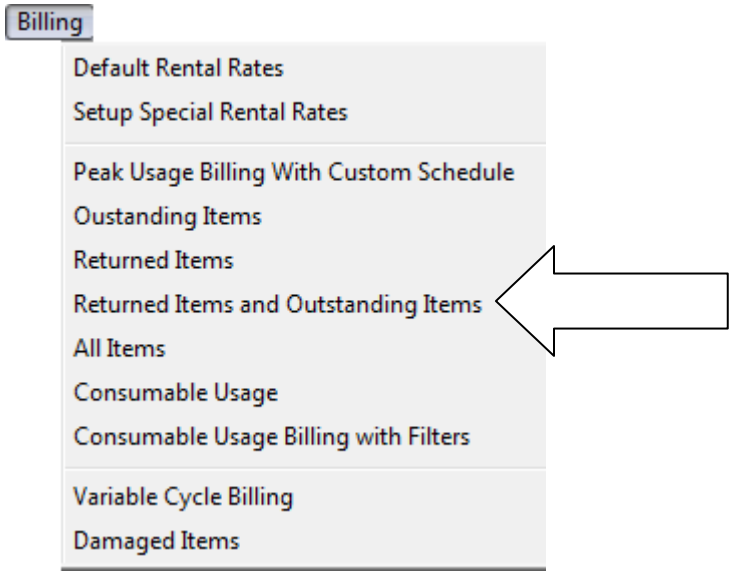
4. Click Run.

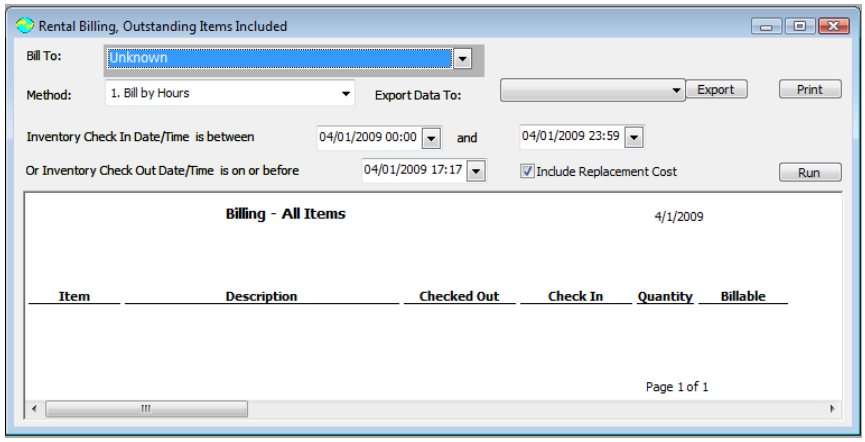


The Quantity was 1. The duration was 1 day. The Rate per Day = $10.00.

1 * $10.00 = $10.00

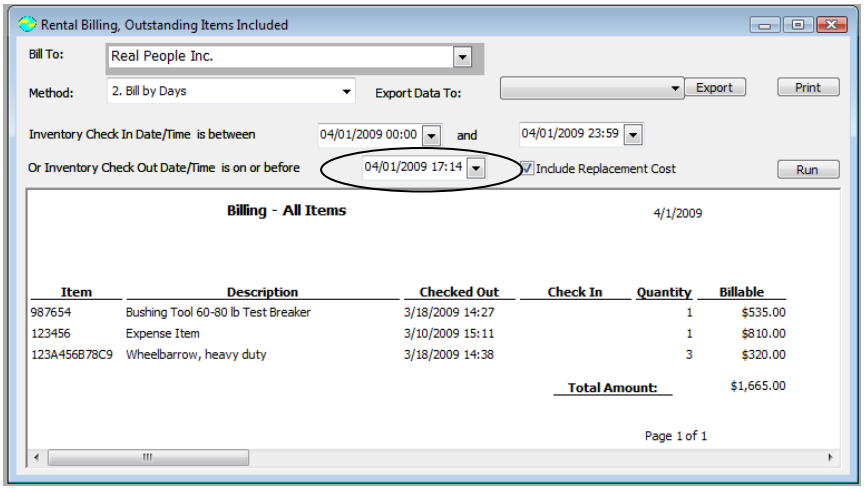
(Invoice) Returned Items and Outstanding Items





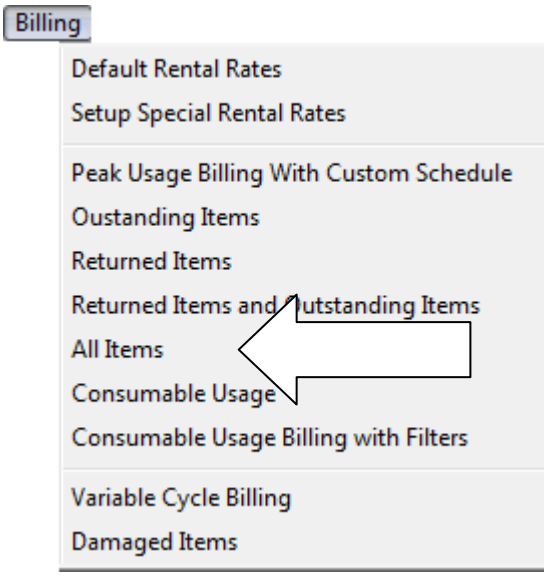
This billing screen is used to bill all overdue and Checked In Items. To proceed,

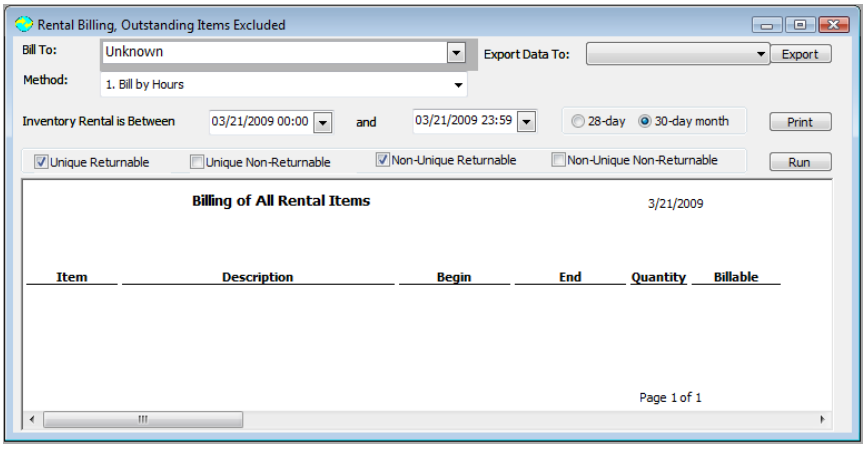
1. Select the Customer
2. Select the (billing) Method
3. Select the UP TO Date (Inventory Check Out Date/Time is on or before)



This report shows all the Items that are Overdue or have been Checked In.

(Invoice) All Items





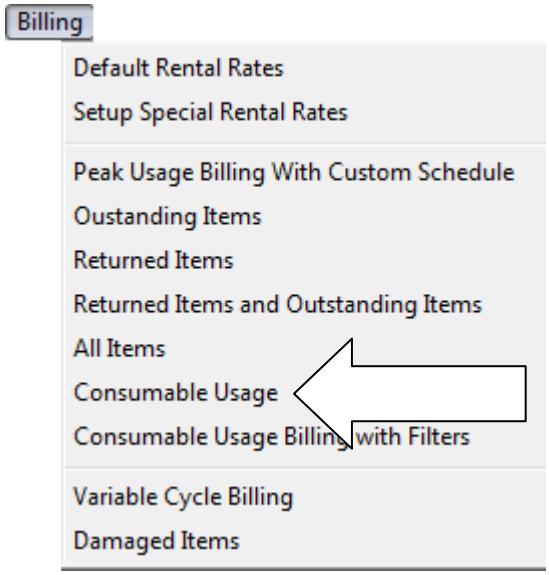
This screen is designed to Invoice All Items based on Item Type. The Item types are fixed within this system and are defined as:

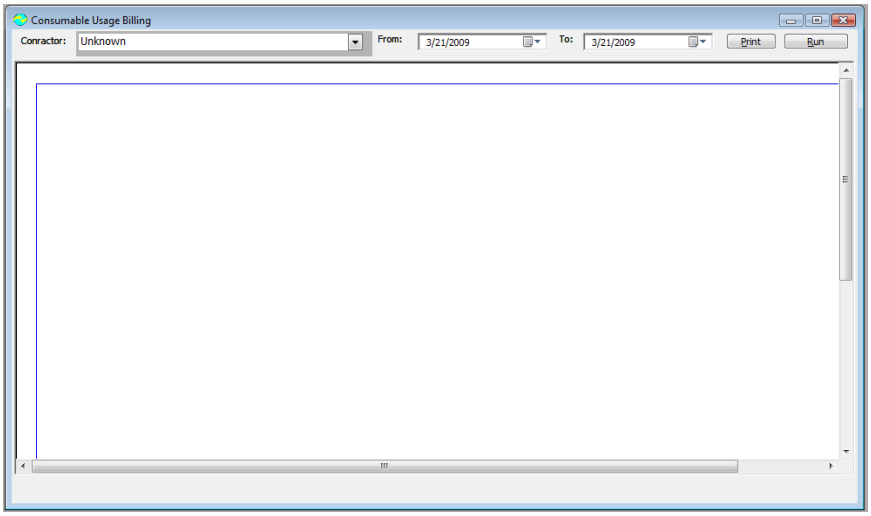
Unique Returnable	Typically an Item with a serial number
Non-Unique Returnable	An rather common Item inventory; does not need special markings
Unique Non-Returnable	An item that has limited applications but not reusable
Non-Unique Non-Returnable	Expense Items; towels, lubricants, special oils, special fuels etc

1. Select the bill to company
2. Select the (billing) Method
3. Select the Billing Rental Date Range
4. Select the Item Type(s)

The following 4 displays will show the results in Days Methods from each Item type selection and the final (5th) will show all Item types together between the Date Range.

(invoice) Consumable Usage

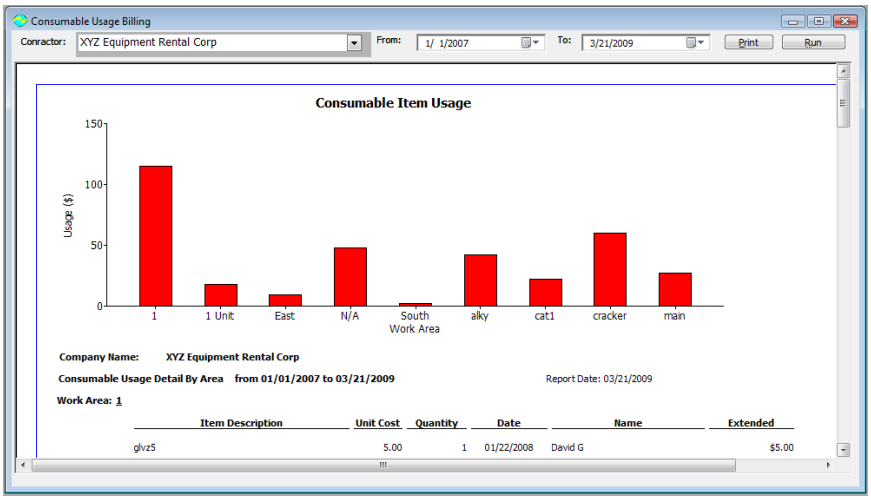


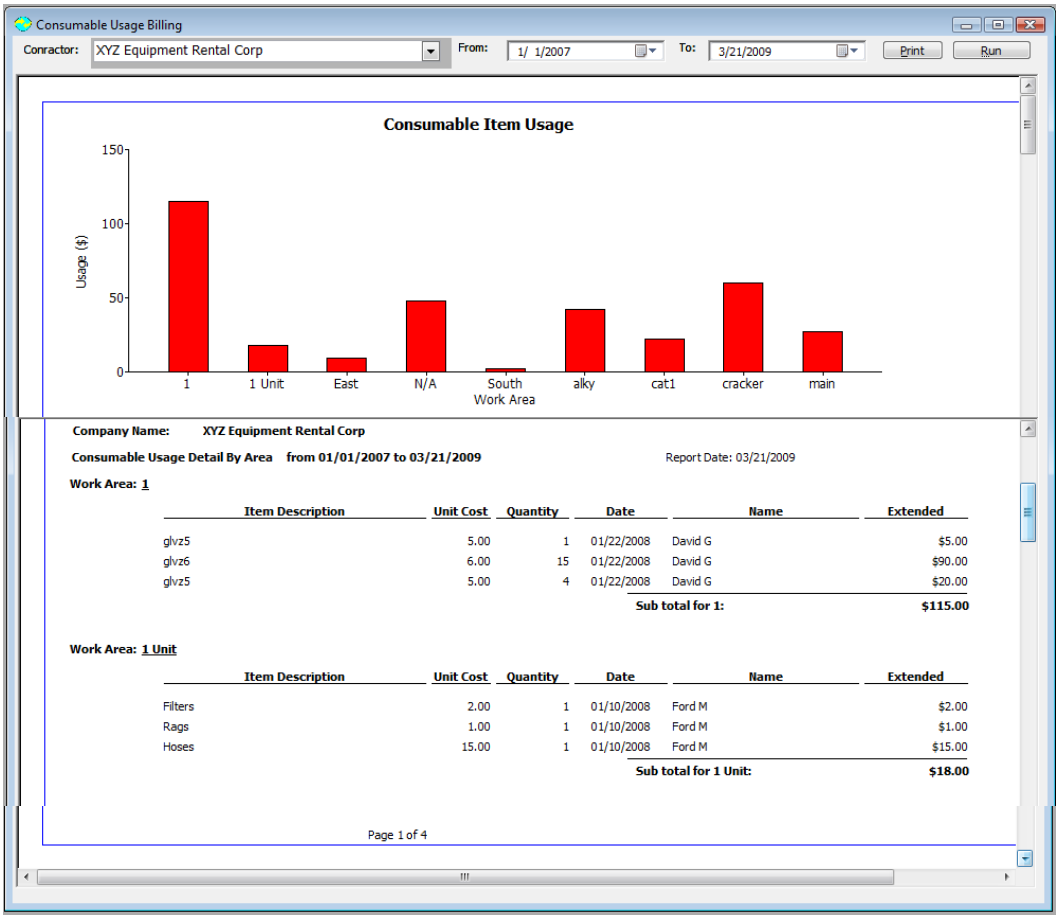


The retailer needs to be able to provide a company a historical record of consumable inventory used. This screen provides a graphic representation of past consumable usage for a defined period of time for a particular contractor. Considering that the time range can be greater than 25 months, the User can provide a customer an accurate picture of where the consumables were utilized. To proceed,

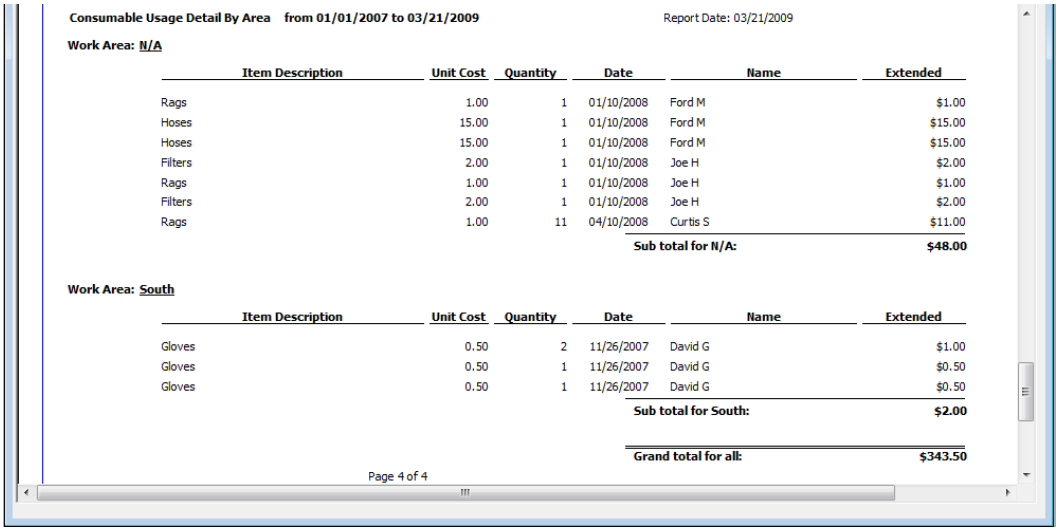
1. Select the Company
2. Select the date range by using the for both the From: and the To: dates.

3. Click Run. The following screen will appear. Note that the report will have to be scrolled down if it is not printed. This example will be shown below to demonstrate what the report would look like.





This is the first page of the report if scrolled down. As can be seen, there are 4 pages in the report. Below is the last page of the report.



Consumable Usage Detail By Area from 01/01/2007 to 03/21/2009 Report Date: 03/21/2009

Work Area: N/A

Item Description	Unit Cost	Quantity	Date	Name	Extended
Rags	1.00	1	01/10/2008	Ford M	$1.00
Hoses	15.00	1	01/10/2008	Ford M	$15.00
Hoses	15.00	1	01/10/2008	Ford M	$15.00
Filters	2.00	1	01/10/2008	Joe H	$2.00
Rags	1.00	1	01/10/2008	Joe H	$1.00
Filters	2.00	1	01/10/2008	Joe H	$2.00
Rags	1.00	11	04/10/2008	Curtis S	$11.00
			Sub total for N/A:		**$48.00**

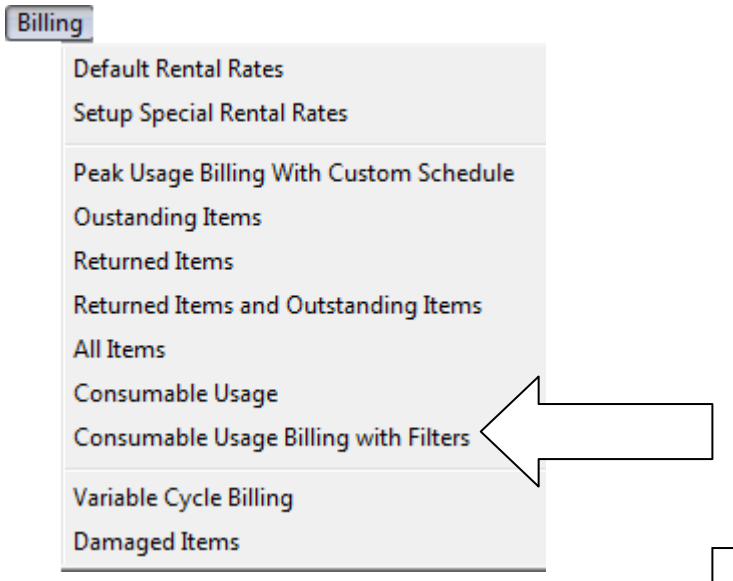
Work Area: South

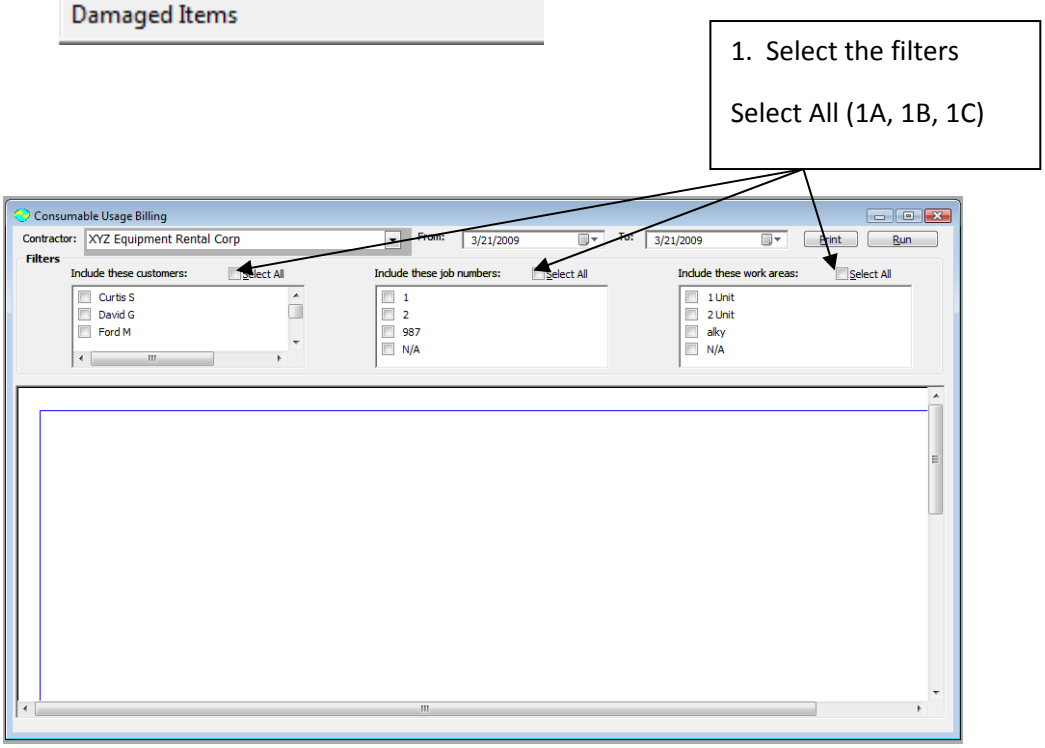
Item Description	Unit Cost	Quantity	Date	Name	Extended
Gloves	0.50	2	11/26/2007	David G	$1.00
Gloves	0.50	1	11/26/2007	David G	$0.50
Gloves	0.50	1	11/26/2007	David G	$0.50
			Sub total for South:		**$2.00**
			Grand total for all:		**$343.50**

Page 4 of 4

When complete, Click .

(Invoice)Consumable Usage with Filters





This screen provides detail regarding Consumable Items for a company who that multiple Customers (Employees who Check Out Items on behalf of the Company). The filter parameters are:

- Customers
- Jobs
- Work Areas

This level of detail provides activity that has occurred at particular sites and within the job which work areas within the site were the consumables utilized. To proceed,

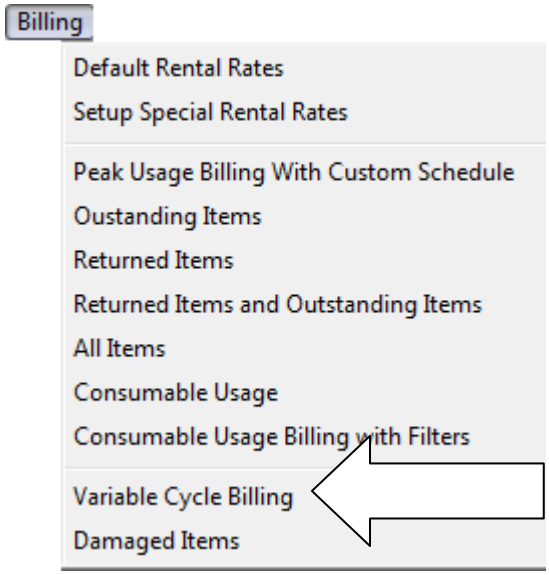
1. Select the filters or select individual Customers, Job Numbers and Work areas.

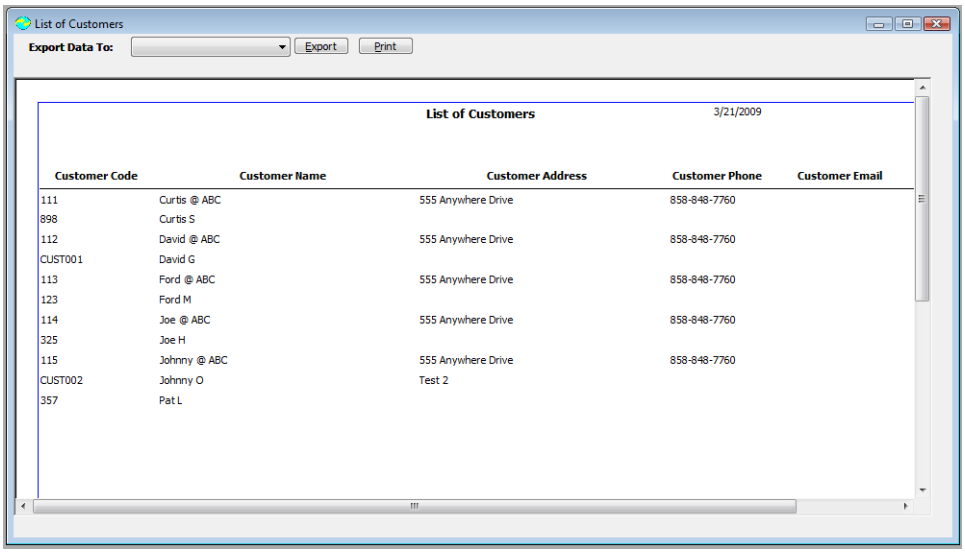
   1A. Customers; If All, click the the box
   1B. Job Numbers; if ALL, click the box
   1C. Work Areas; if All, click the box

2. Click the RUN button. The report format is the same as the Consumable Usage Report (Without filters [above])

3. When done, Click .

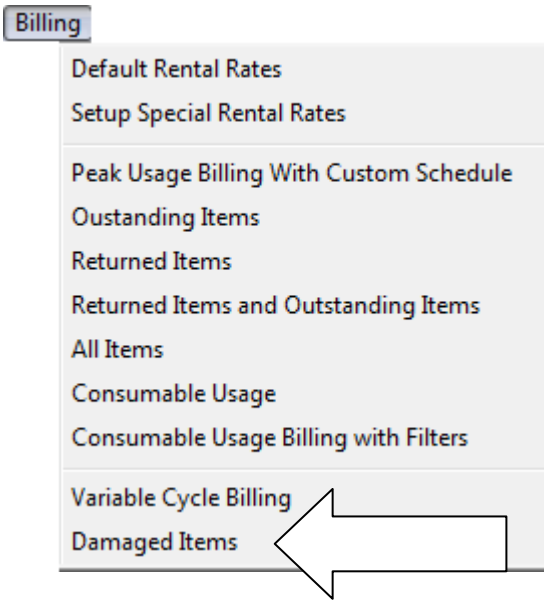
Variable Cycle Billing

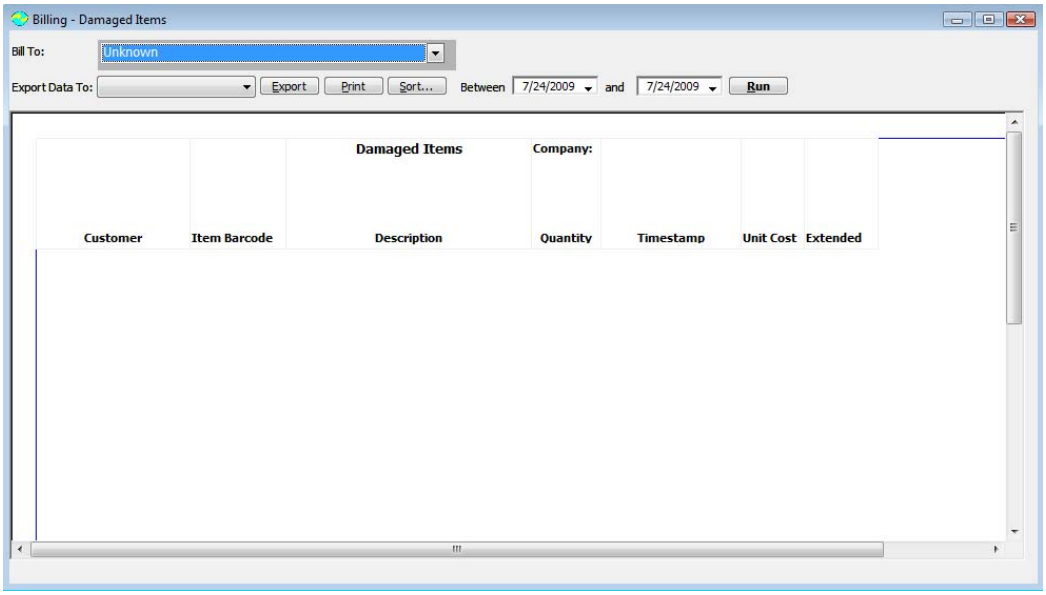




When executing this screen, the clicking of the report immediately invokes the processing of the report as there are no parameters. This List of Customers can be printed or exported.

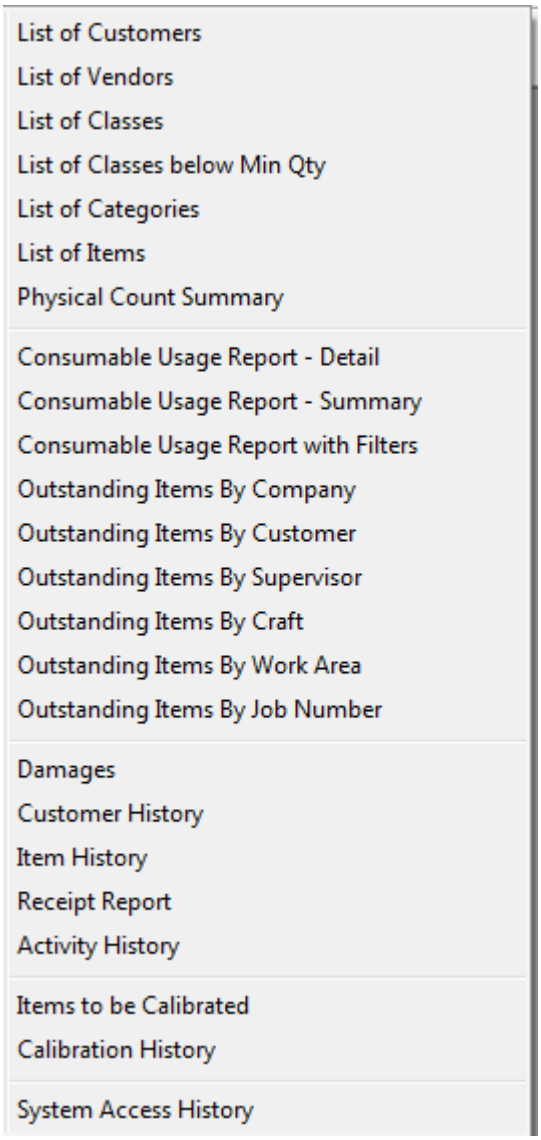
(Invoice for) Damaged Items



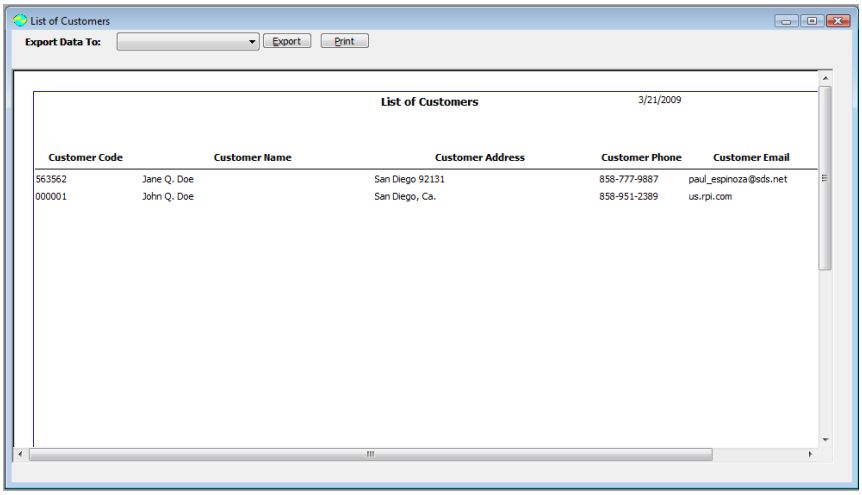


1. Select the Bill-To Customer
2. Select the date range
3. Click Run.

REPORT

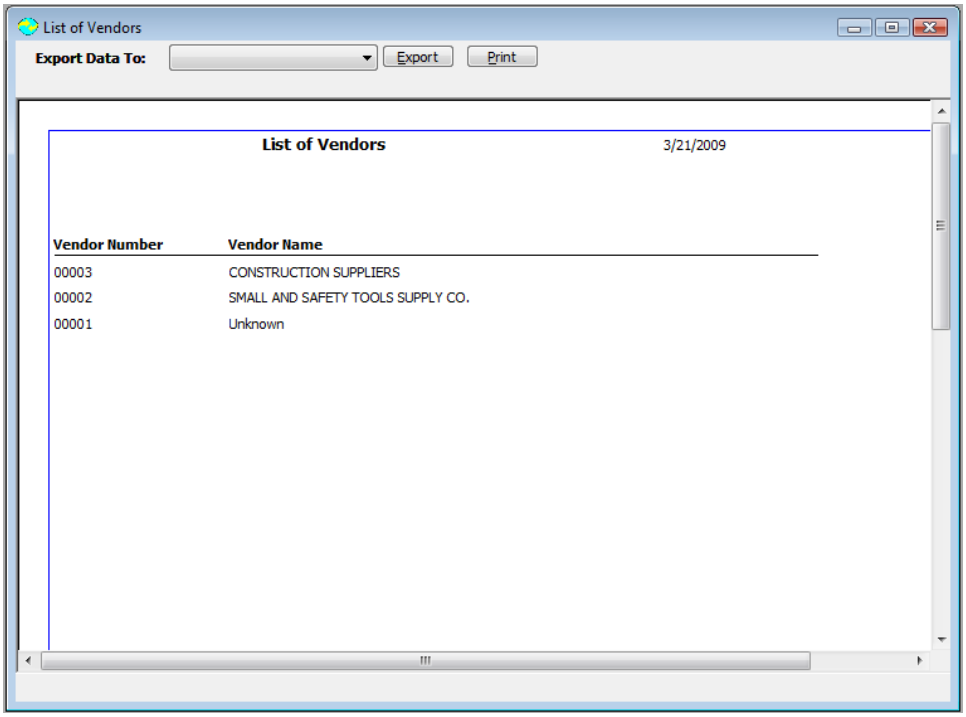

List of Customers
List of Vendors
List of Classes
List of Classes below Min Qty
List of Categories
List of Items
Physical Count Summary
Consumable Usage Report - Detail
Consumable Usage Report - Summary
Consumable Usage Report with Filters
Outstanding Items By Company
Outstanding Items By Customer
Outstanding Items By Supervisor
Outstanding Items By Craft
Outstanding Items By Work Area
Outstanding Items By Job Number
Damages
Customer History
Item History
Receipt Report
Activity History
Items to be Calibrated
Calibration History
System Access History

List of Customers



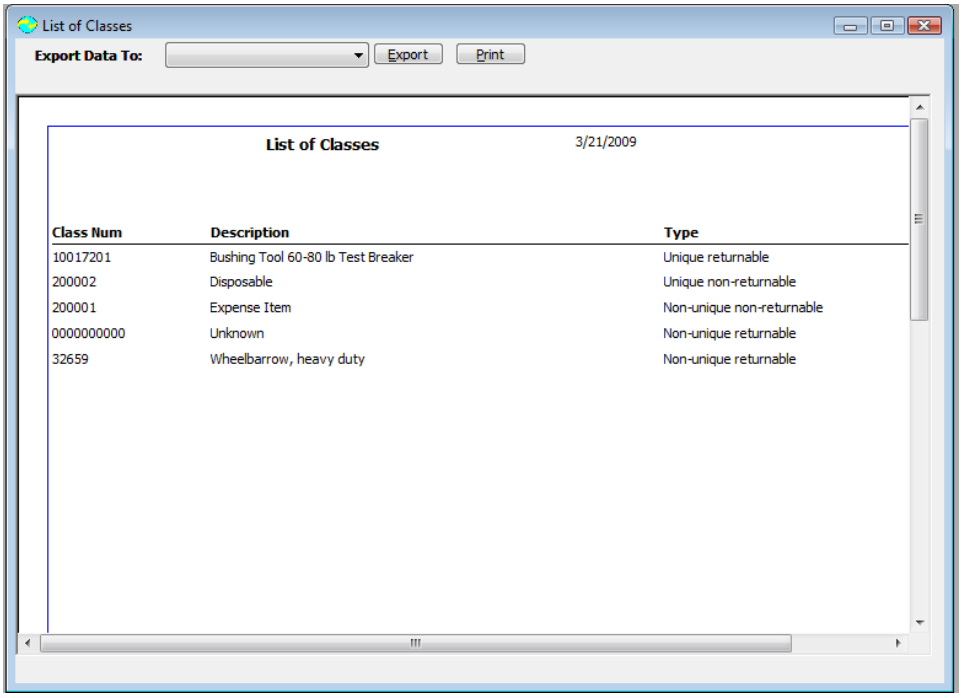
This is a list only. It is a direct representation of the records that are in the Customer Table. When the screen was first opened, since there are no parameters, the program performed the record preparation and displayed them on the screen above. This can be exported using the export procedures previously demonstrated and can also be printed by clicking on **Export** or **Print**

List of Vendors



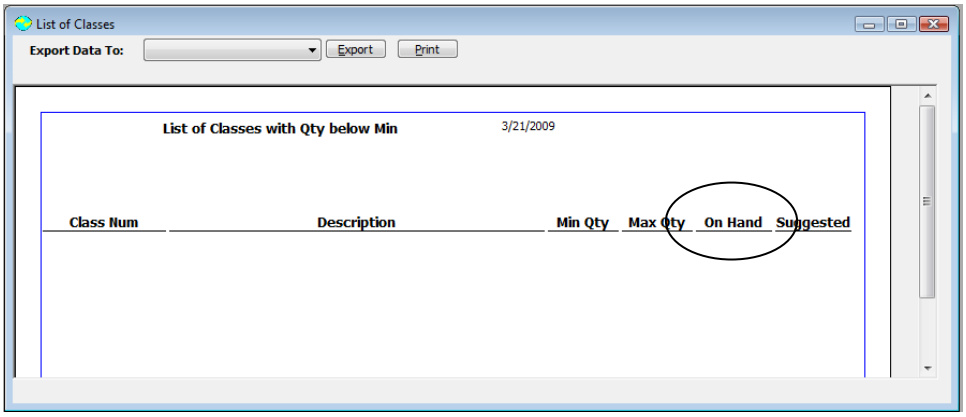
This is the same as the Customer List

List of Classes

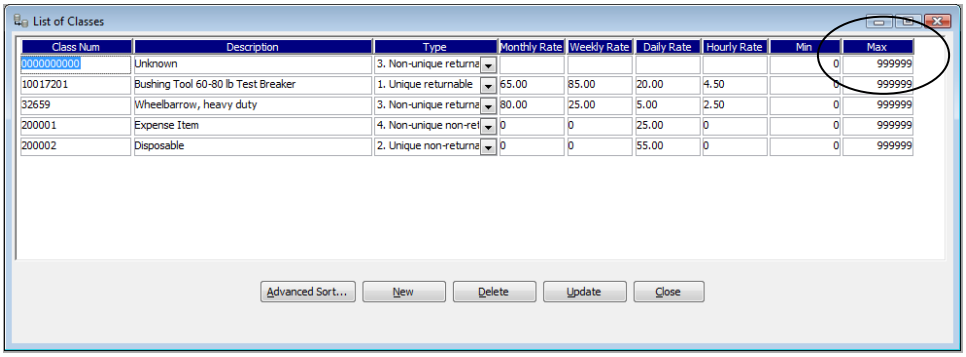


This is the same as Customers.

List of Classes below Min Qty

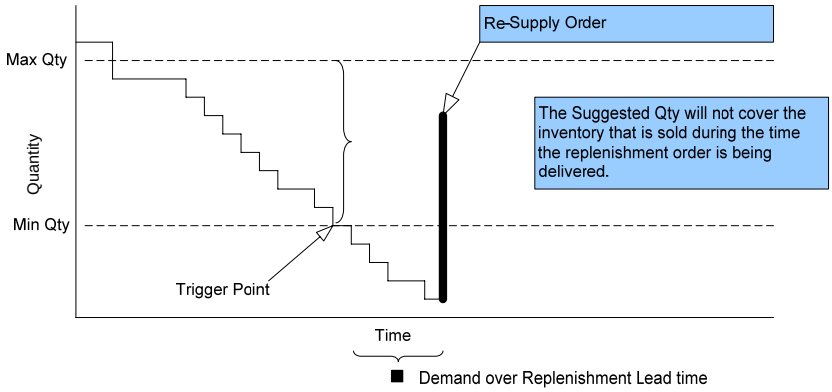


This is also like the Customer Listing. For review, the Classes table is listed below to illustrate how the Suggested column is calculated.



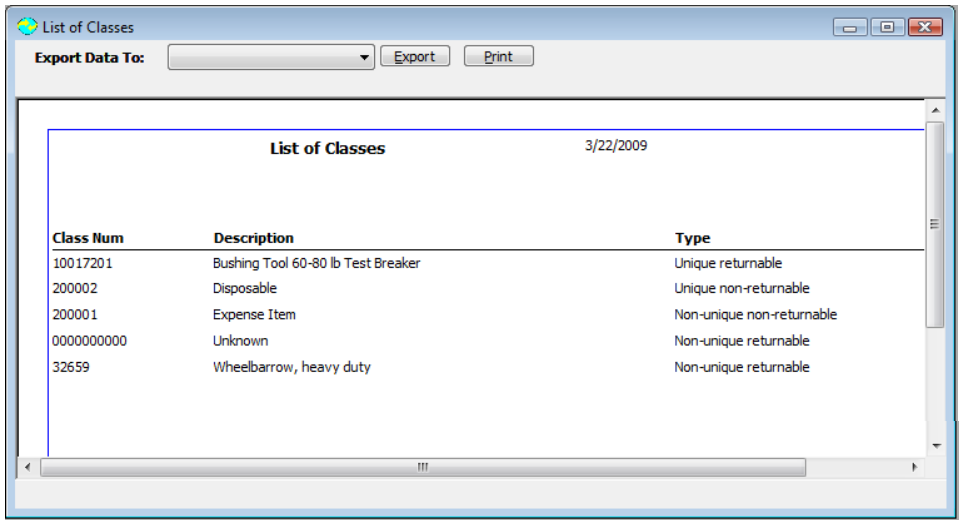
Suggested Qty = Max Qty – On Hand

It is important to keep in mind that the above formula does not include the demand over the replenishment lead time. The example below illustrates the limitation:


Re-Supply Order
Max Qty
Quantity
Min Qty
The Suggested Qty will not cover the inventory that is sold during the time the replenishment order is being delivered.
Trigger Point
Time
Demand over Replenishment Lead time

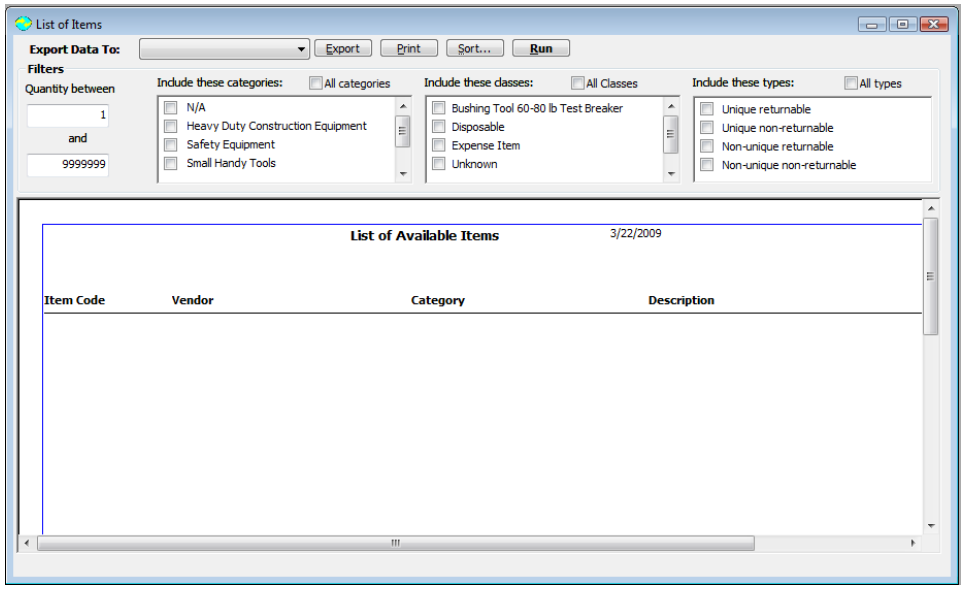
The quantity represented below the Min Qty line is not included in the Suggested Qty.

List of Categories



Same as the Customer listing: It is only a listing. As before, this can be Exported or printed.

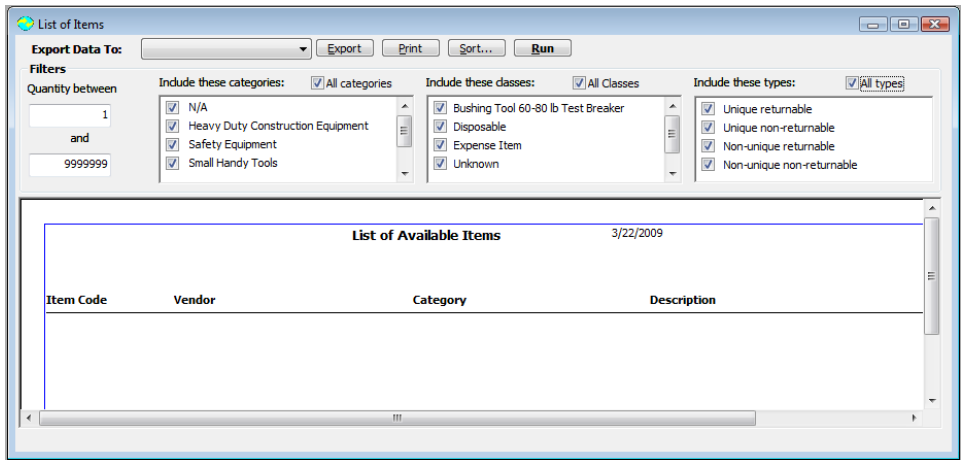
List of Items



This is the same as the Customer listing. The difference is that the report size can be reduced by employing some filters. These filters and selection criteria are:

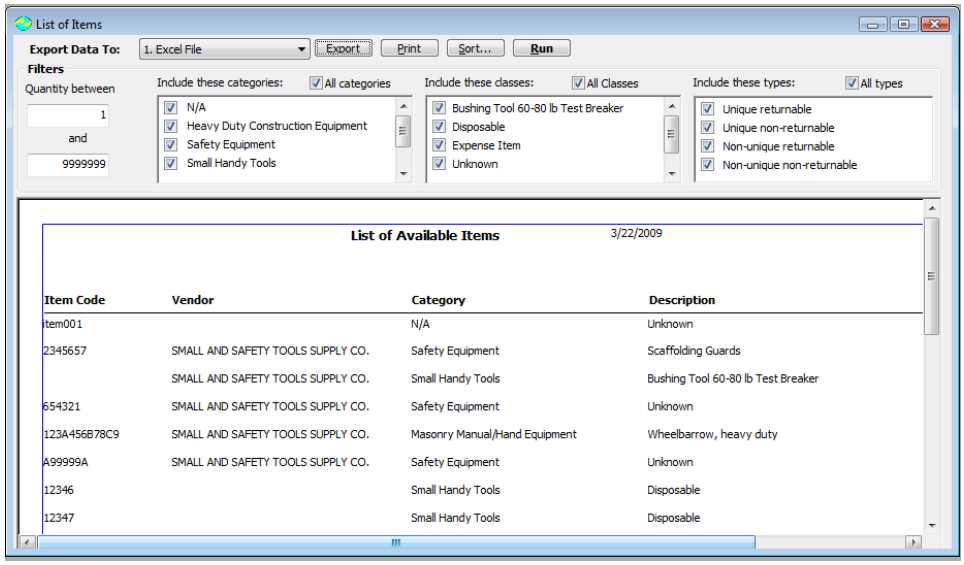
- Categories
- Classes
- Types
- All
- Specific categories, classes and Types

The following depicts Selections ALL, ALL and ALL + RUN

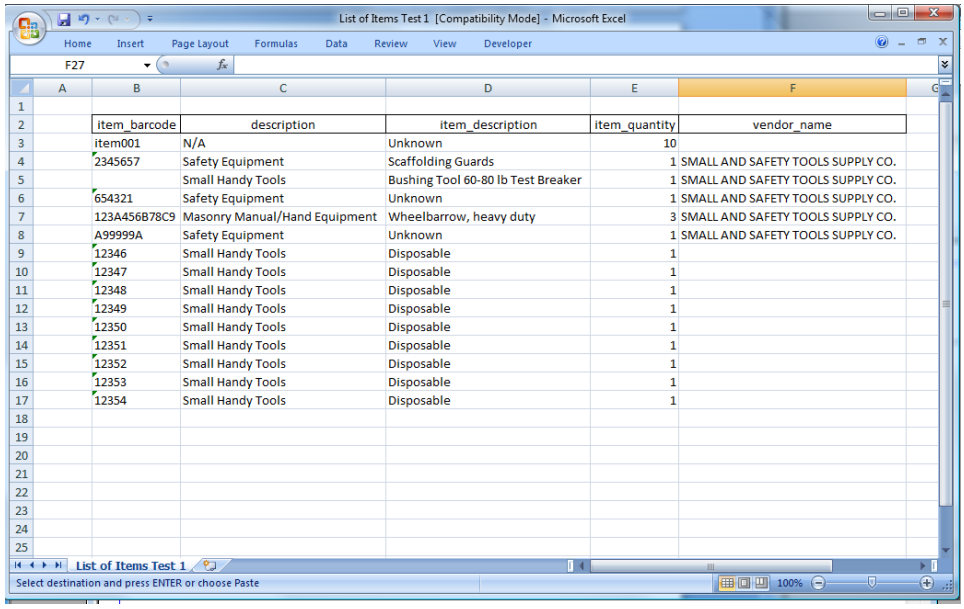


The Report examples for Display and Excel formats follows.

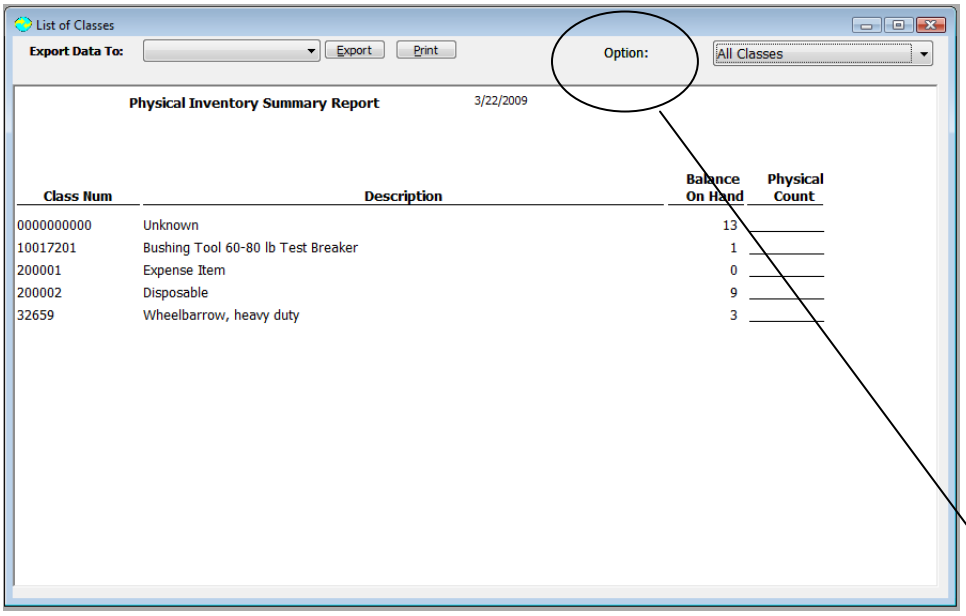
Display Option



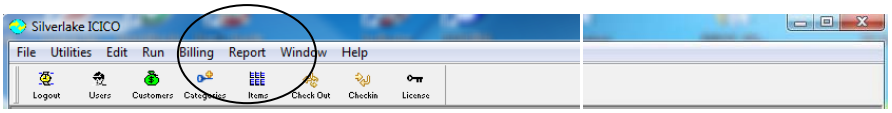
EXCEL Option

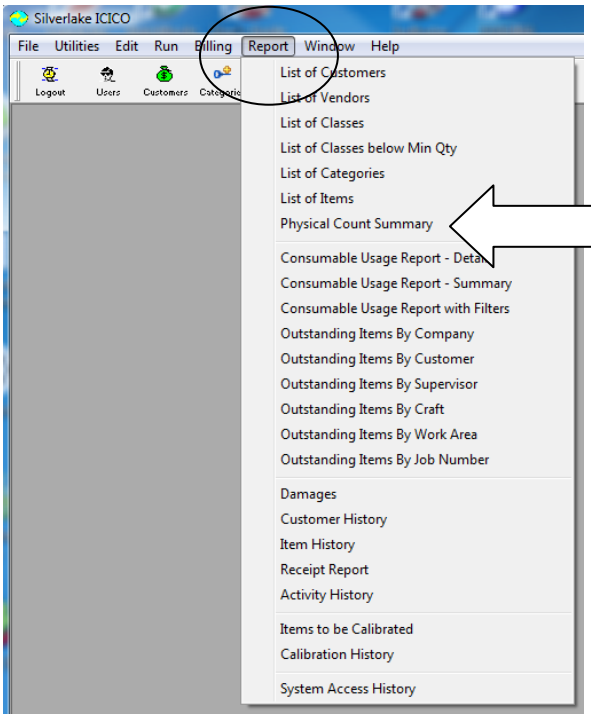


Physical Count Summary



When the Physical Count Summary was selected from the Report Option on the Tool Bar,


Silverlake ICICO
File Utilities Edit Run Billing Report Window Help
Logout Users Customers Categories Items Check Out Checkin Licence



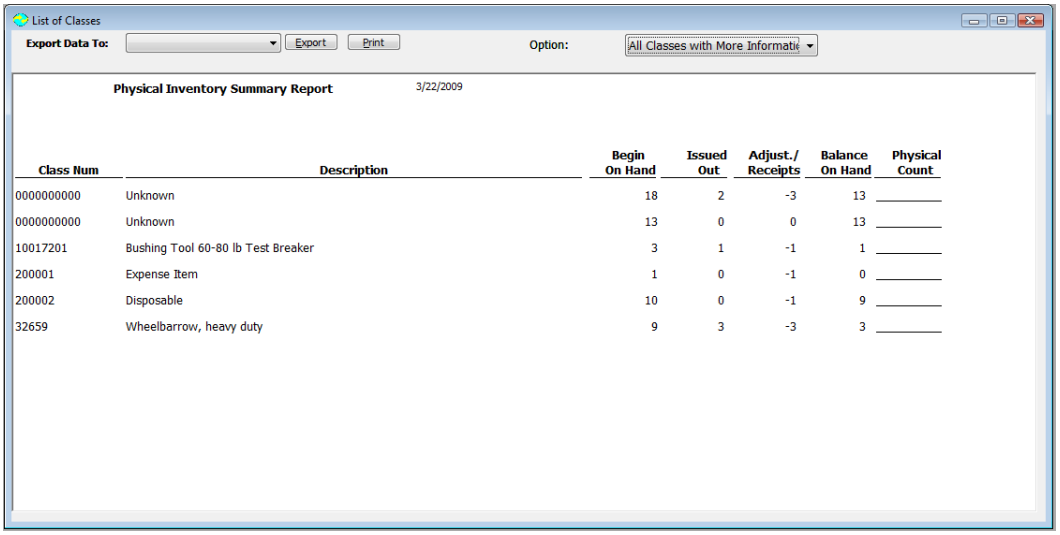
…the expectation was to see a program that would indicate something that has already happened. **No**.
This is a basic cycle count system that can be used on a small scale.

Notice the Option: button at the upper-right side of the above program. Within this option are other approaches to Physical Inventory information on which to report. These options are

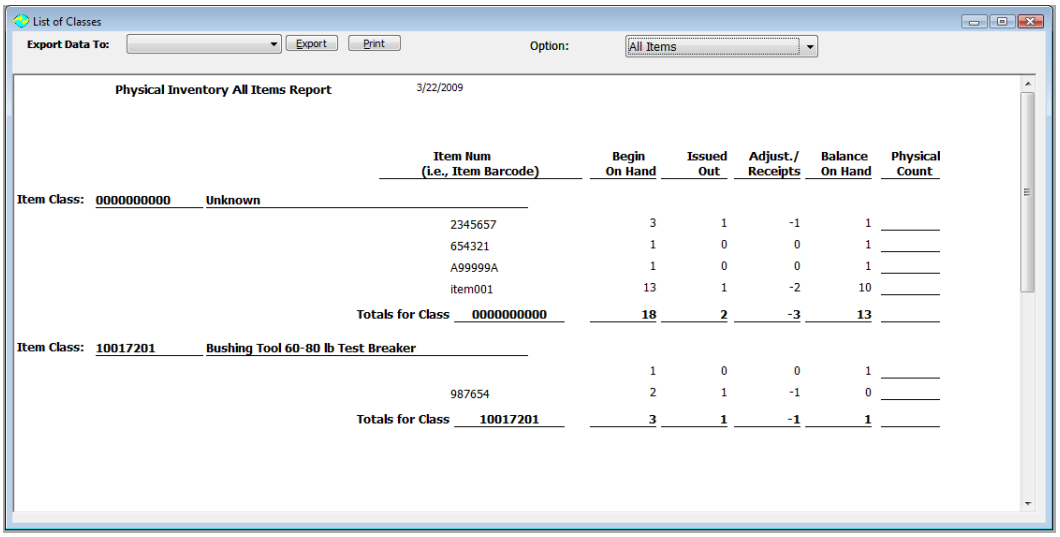
All Classes
All Classes with more Information
All Items

These options provide other Physical Inventory information. See below.

All Classes with More Information

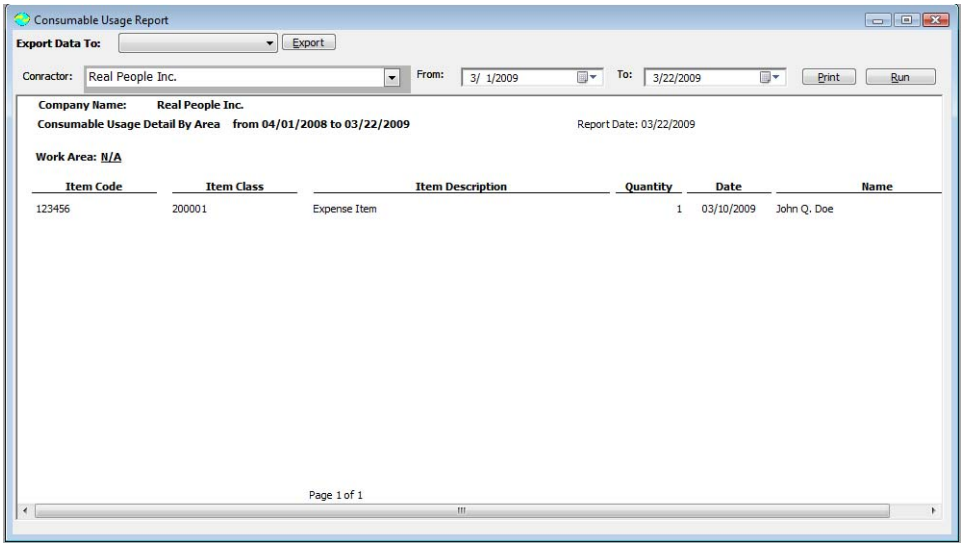


All Items



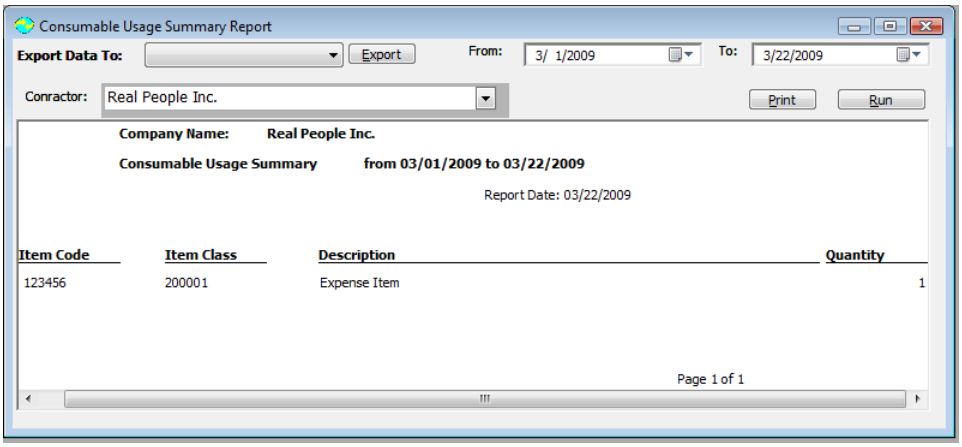
The 3 above options provide alternatives to deliver a single objective: The taking of a Physical Inventory by certain options. In each case, the Physical Count field is left blank for entry of the physical count of an item.

Consumable Usage Report - Detail



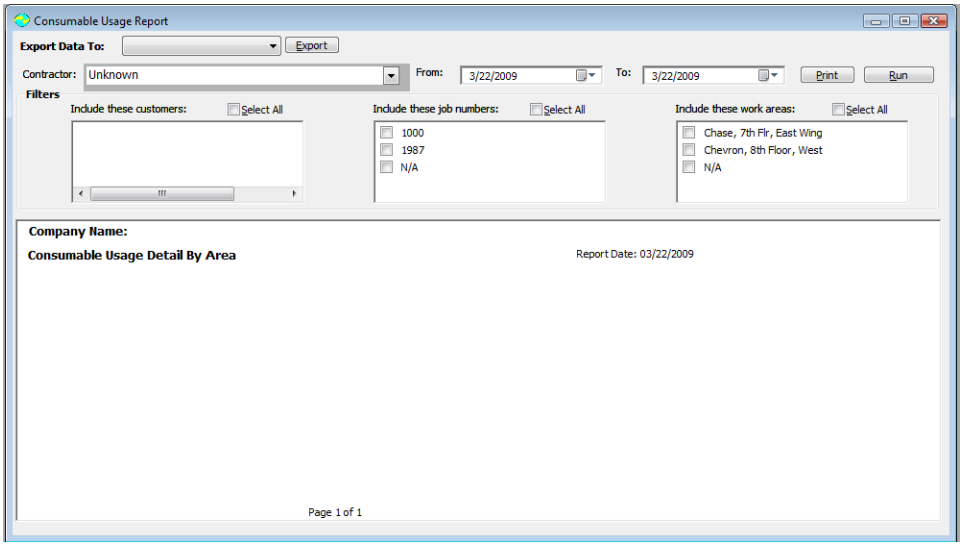
This report identifies by selected Company and Date Range the Consumables a Company has utilized over a period of time.

Consumable Usage Report – Summary



This report does the same as the Detail report without Date and name detail. This report summarizes by Item Code for a single Company

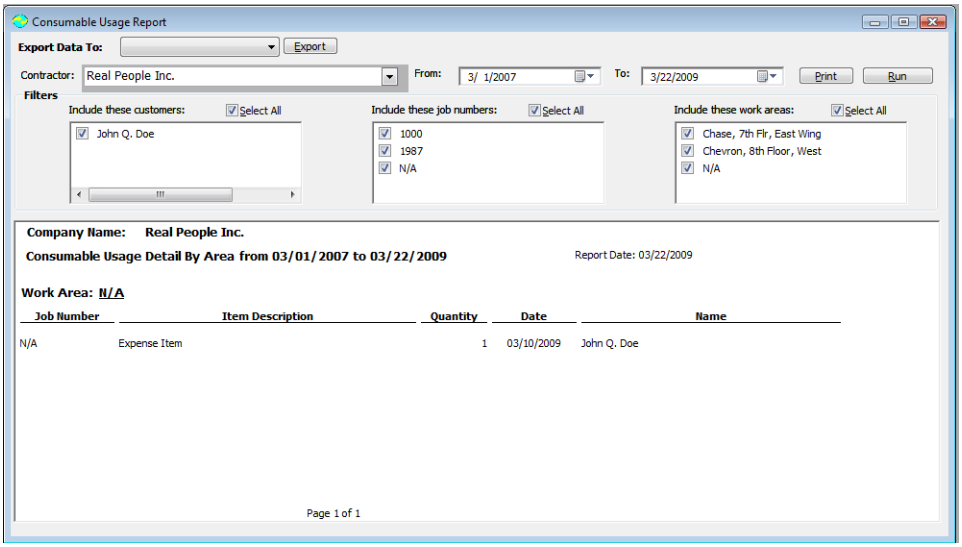
Consumable Report with Filters



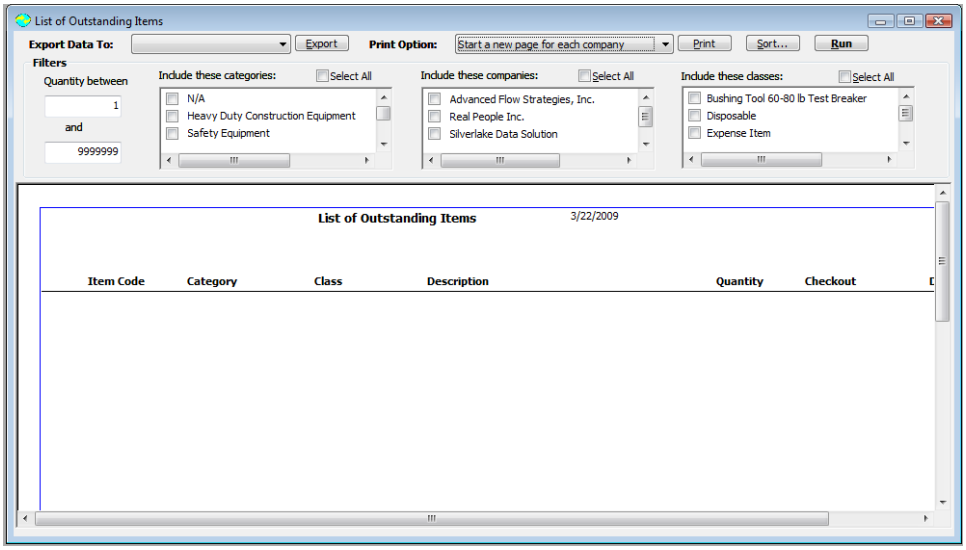
This is a listing that shows limited information on Companies depending on the settings of the following Options:

- Customers
- Job Numbers
- Work Areas

The screen below shows information based on all three options set at ALL.



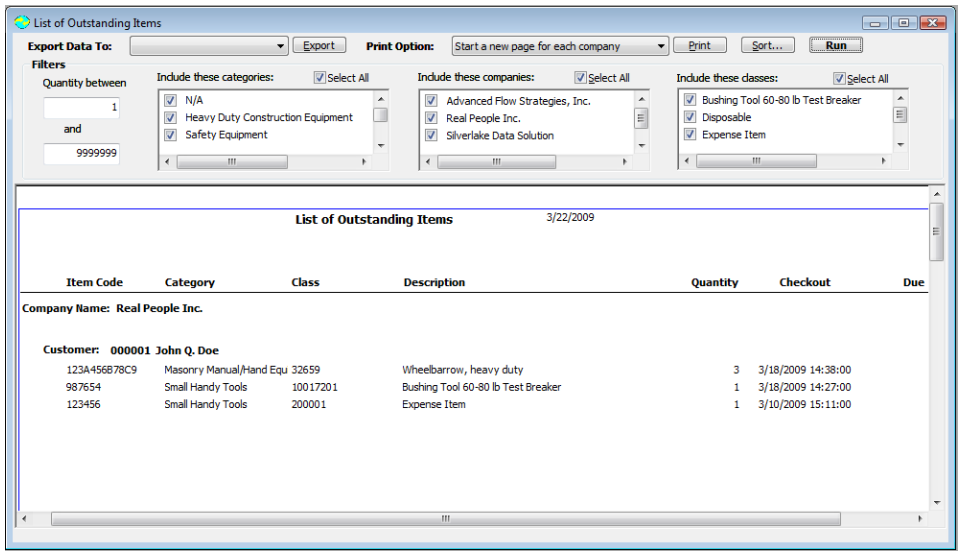
Outstanding Items By Company



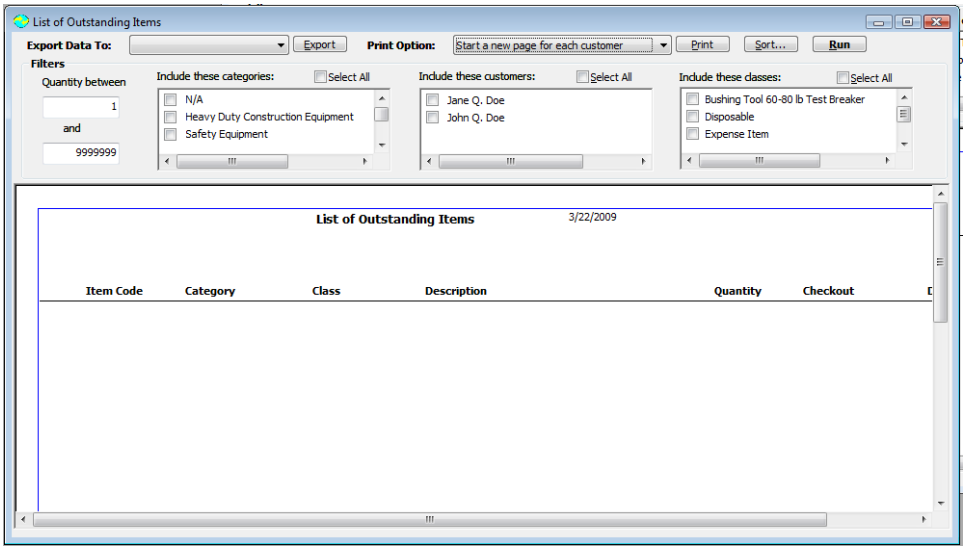
This Listing provides Items that have not been Checked Out but not as yet returned. This report does not have a date option since it is reporting on ALL outstanding Items. The filters for this report include the following:

- Categories
- Companies
- Classes

The listing below displays the report based on selections ALL, ALL and ALL.



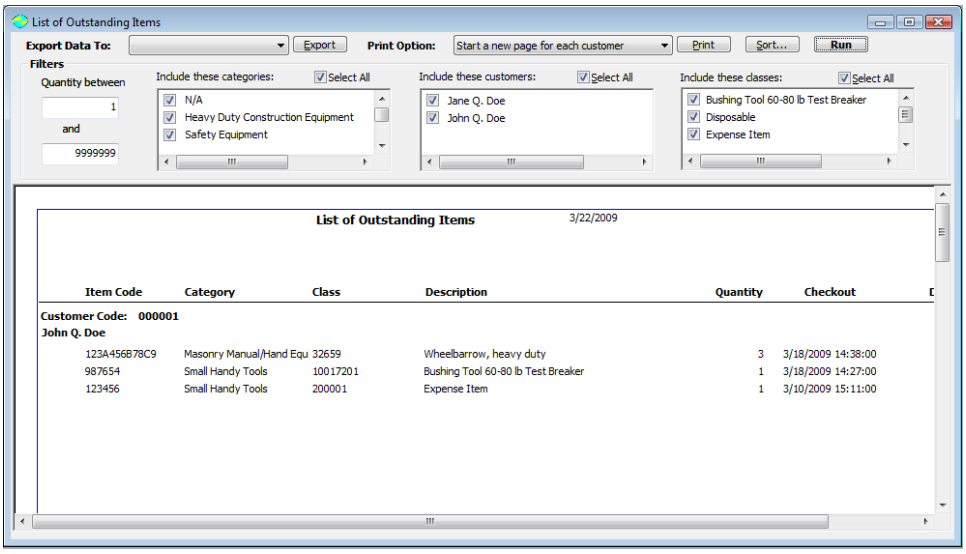
Outstanding Items By Customer



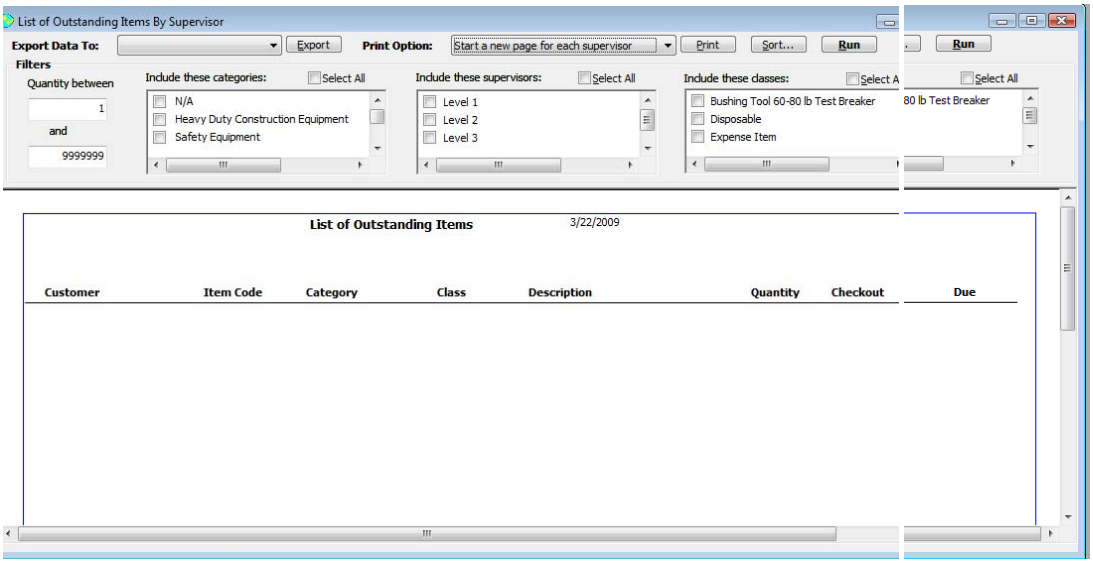
This Listing provides Items that have not been Checked Out but not as yet returned. This report does not have a date option since it is reporting on ALL outstanding Items. The filters for this report include the following:

- Categories
- Customers
- Classes

The listing below displays the report based on selections ALL, ALL and ALL.



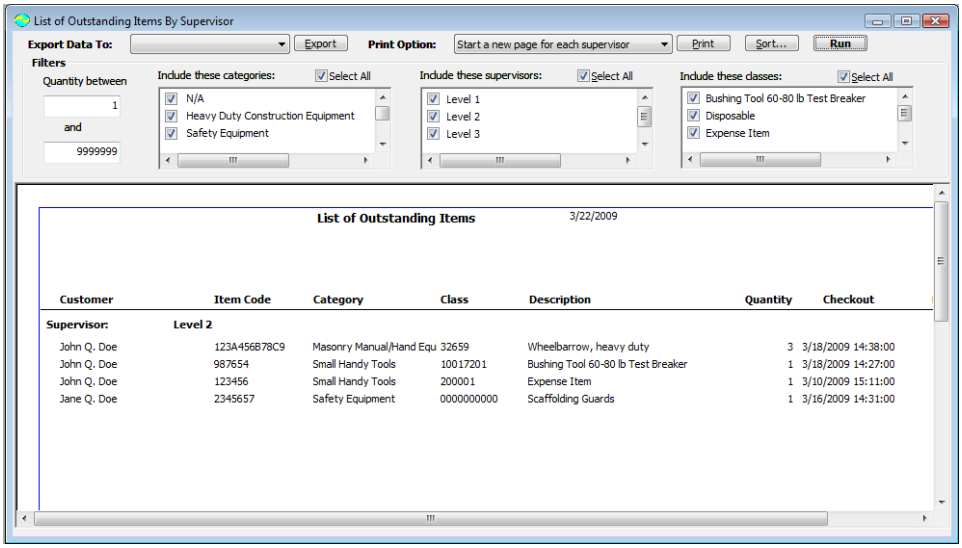
Outstanding Items By Supervisor



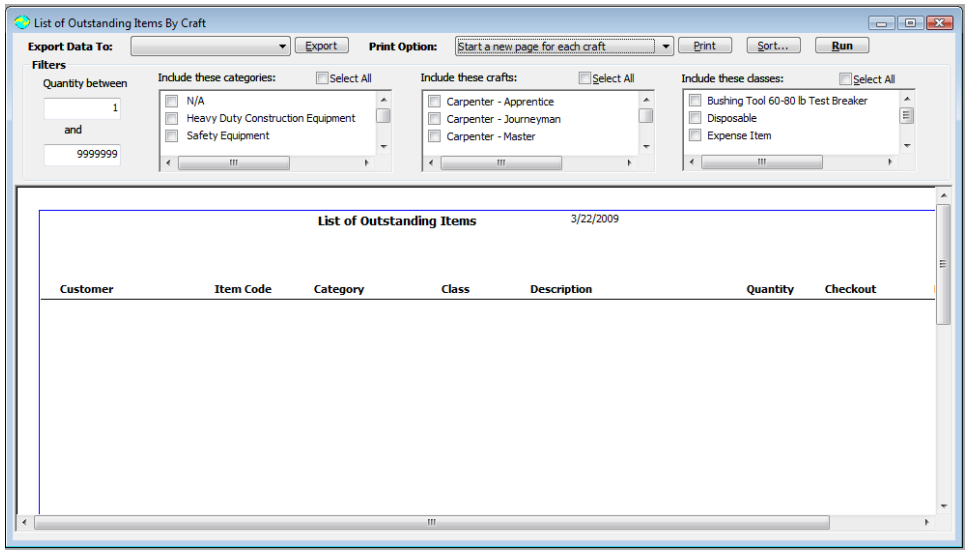
This screen depicts the report that will identify all Outstanding Items by Supervisor. The filters are:

- Categories
- Supervisors
- Classes

The selections for the following report are ALL, ALL and ALL

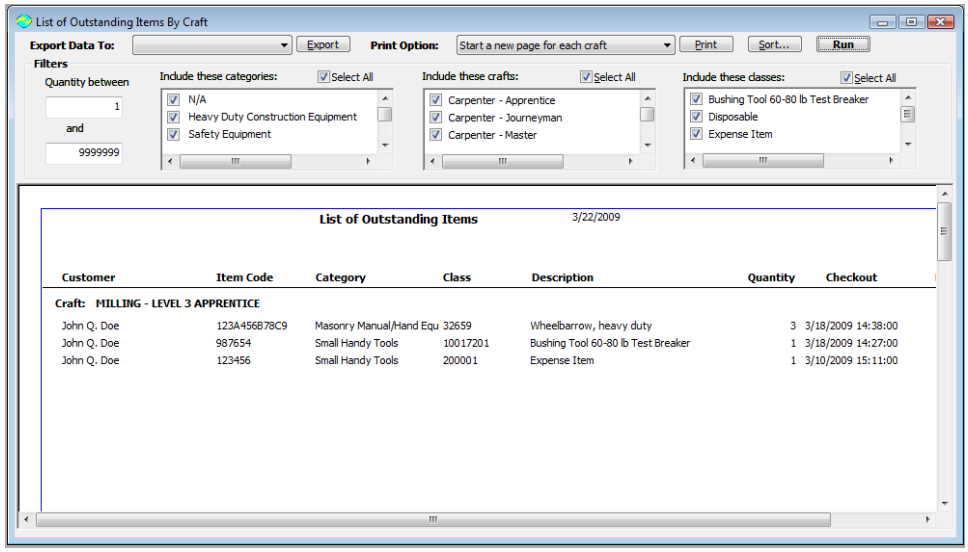


Outstanding Items By Craft

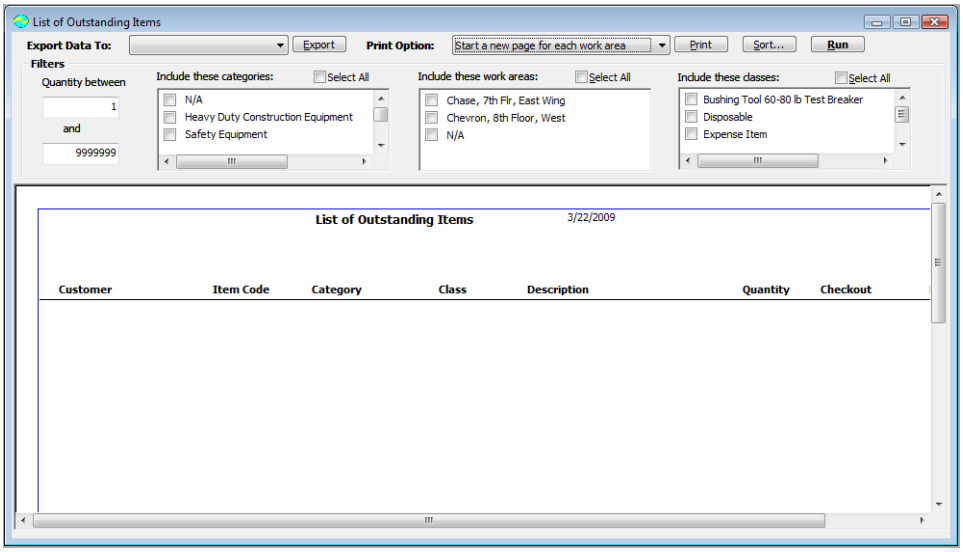


The filters for this report are:

- Categories
- Crafts
- Classes



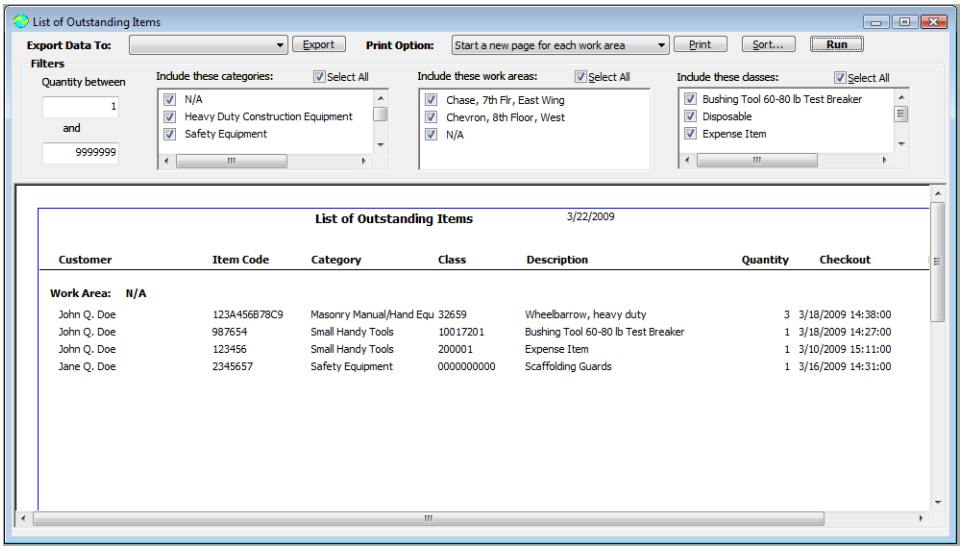
Outstanding Items By Work Area



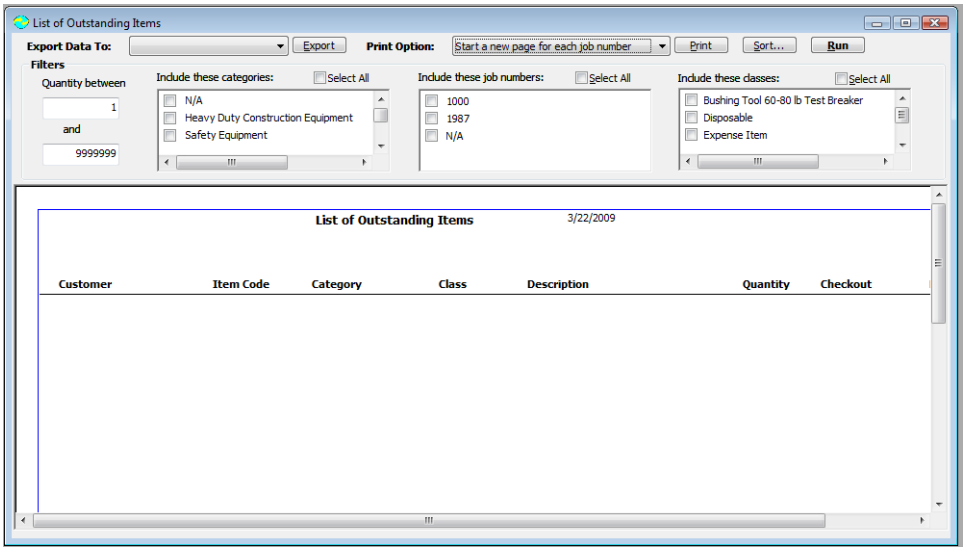
The filters for this report are:

- Categories
- Work areas
- Classes

The selections for the following report are ALL, ALL and ALL.



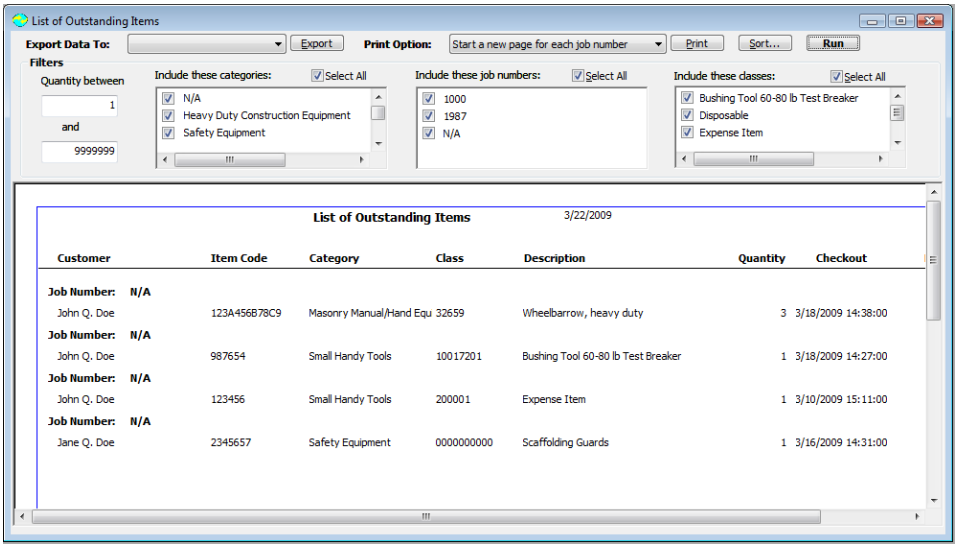
Outstanding Items By Job Number



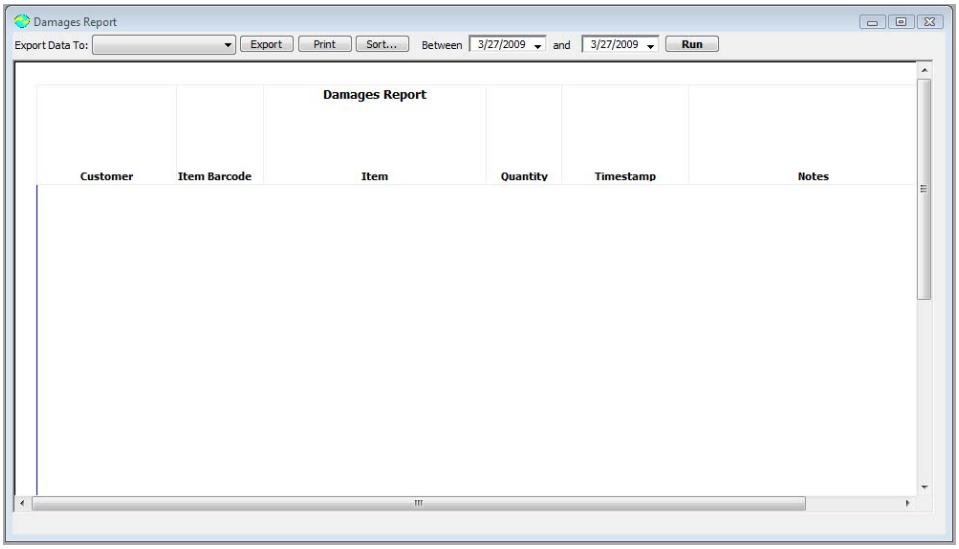
The filters for this report are:

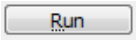
- Categories
- Work areas
- Classes

The selections for the following report are ALL, ALL and ALL.



Damages



The filters for this report are the beginning and ending page of the report. The date range selection for the following report are 3/01/2009 thru 3/27/2009 and Click 

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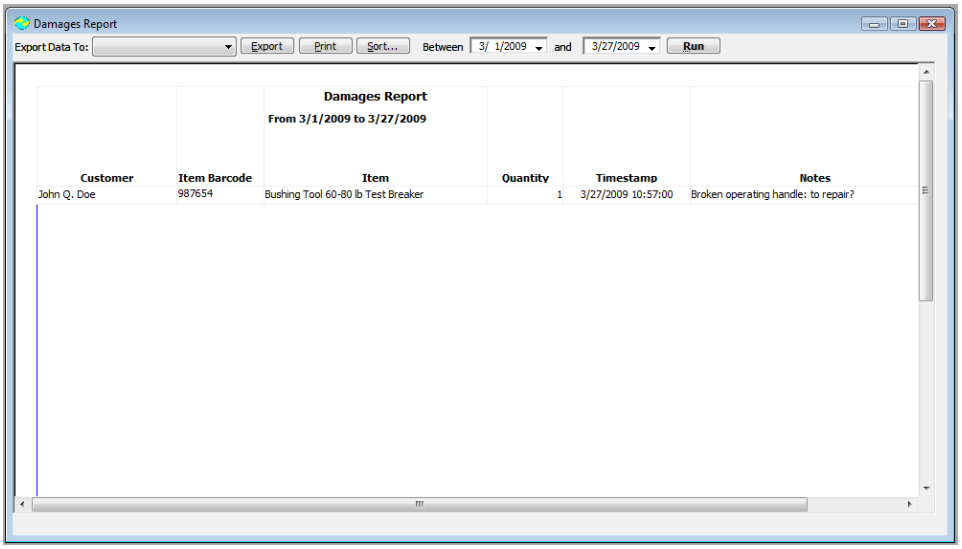
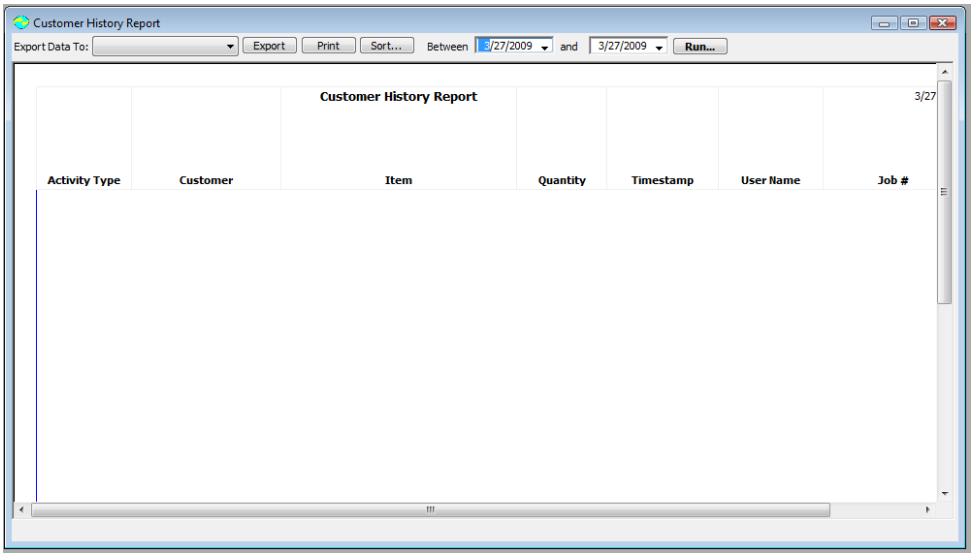
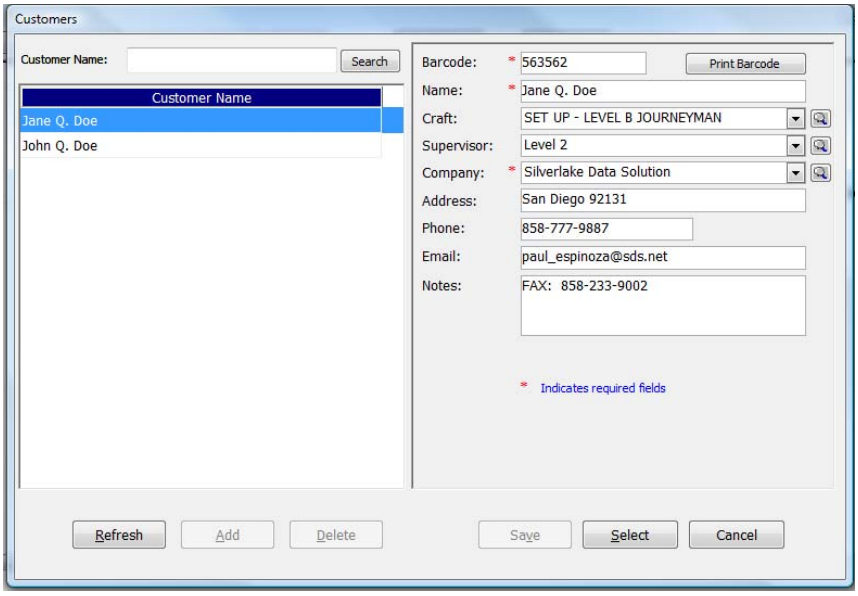


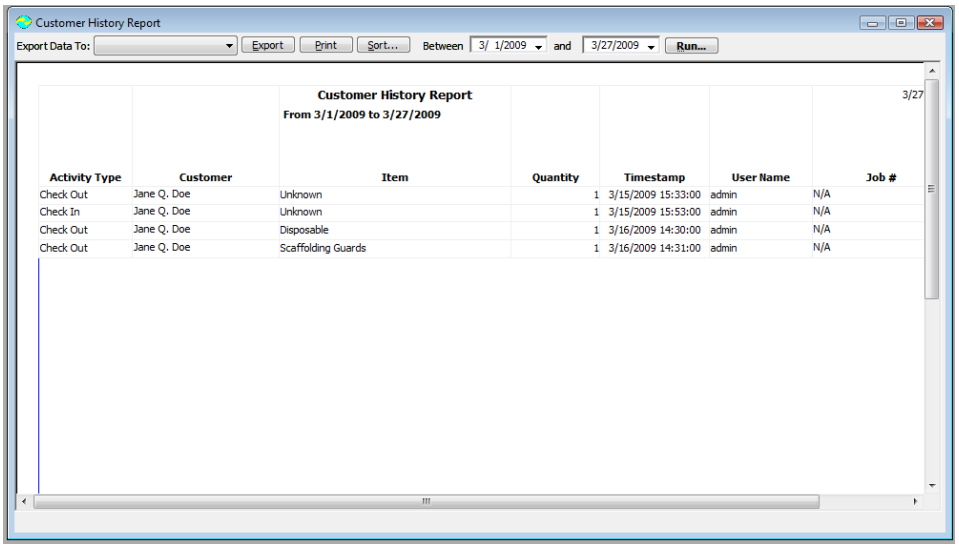
Customer History



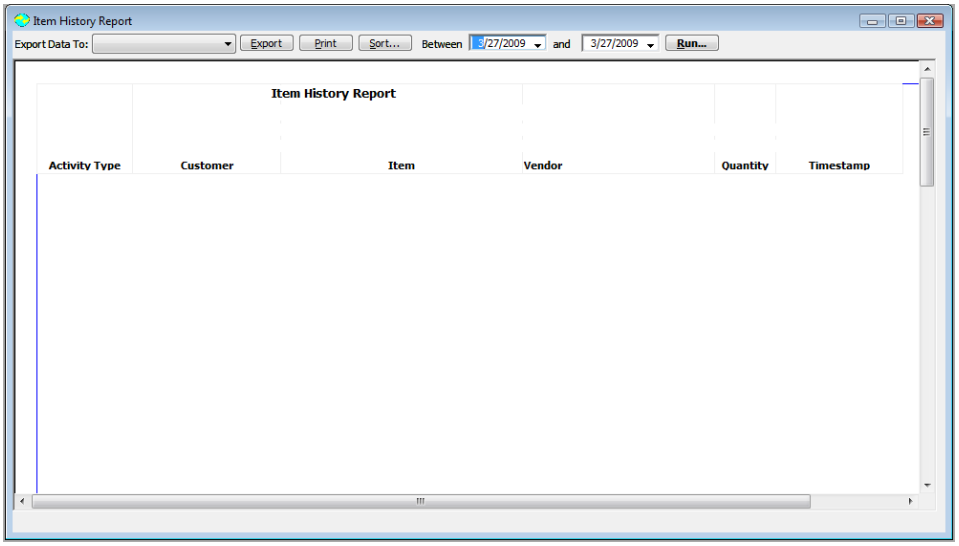
This report is by individual CUSTOMER NAME. The filters are 2. The first appears on the report screen, the Date range: 3/01/2009 to 3/27/2009. The second, the Customer Name filter, appears after the Run is Clicked as shown below.



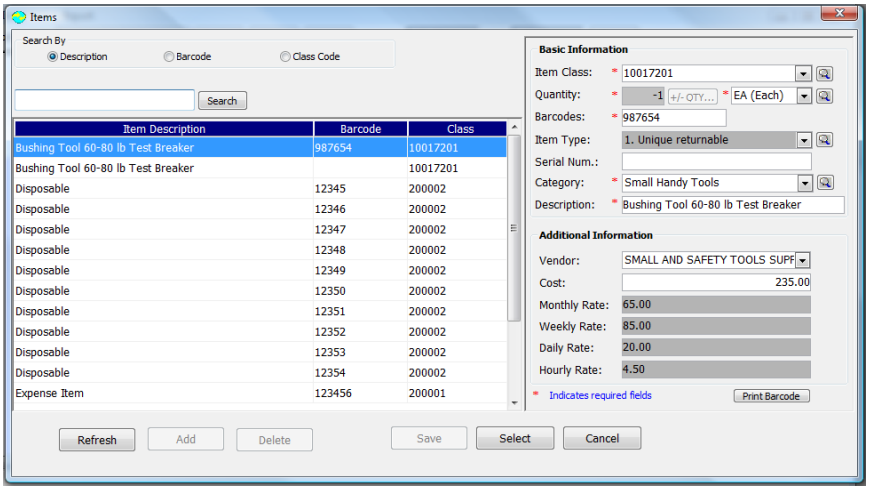
From this filter, select the Customer Name to report History and Click Select. After clicking the Select button, the following report will appear.


Customer History Report
Export Data To:
Export
Print
Sort...
Between 3/ 1/2009 and 3/27/2009
Run...
Customer History Report
From 3/1/2009 to 3/27/2009
3/27
Activity Type | Customer | Item | Quantity | Timestamp | User Name | Job #
Check Out | Jane Q. Doe | Unknown | 1 | 3/15/2009 15:33:00 | admin | N/A
Check In | Jane Q. Doe | Unknown | 1 | 3/15/2009 15:53:00 | admin | N/A
Check Out | Jane Q. Doe | Disposable | 1 | 3/16/2009 14:30:00 | admin | N/A
Check Out | Jane Q. Doe | Scaffolding Guards | 1 | 3/16/2009 14:31:00 | admin | N/A

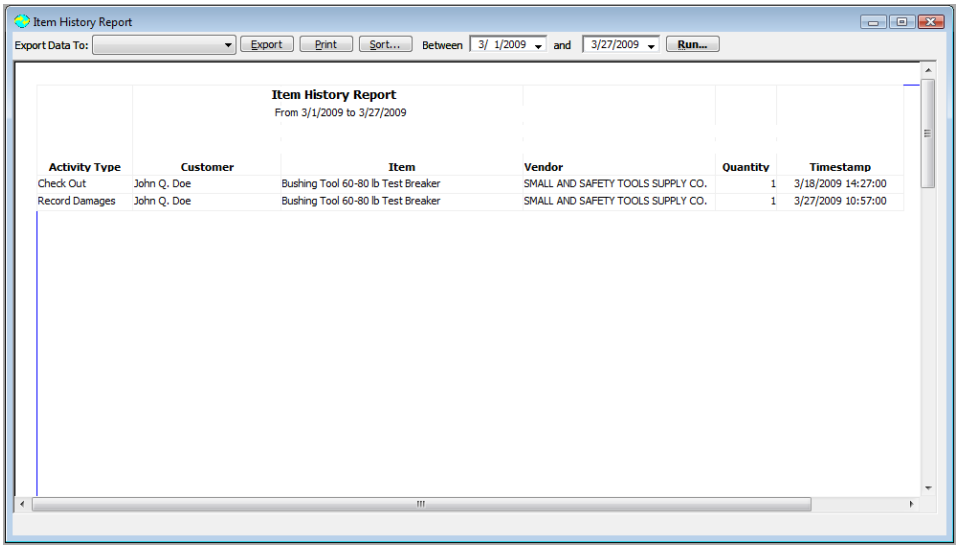
Item History



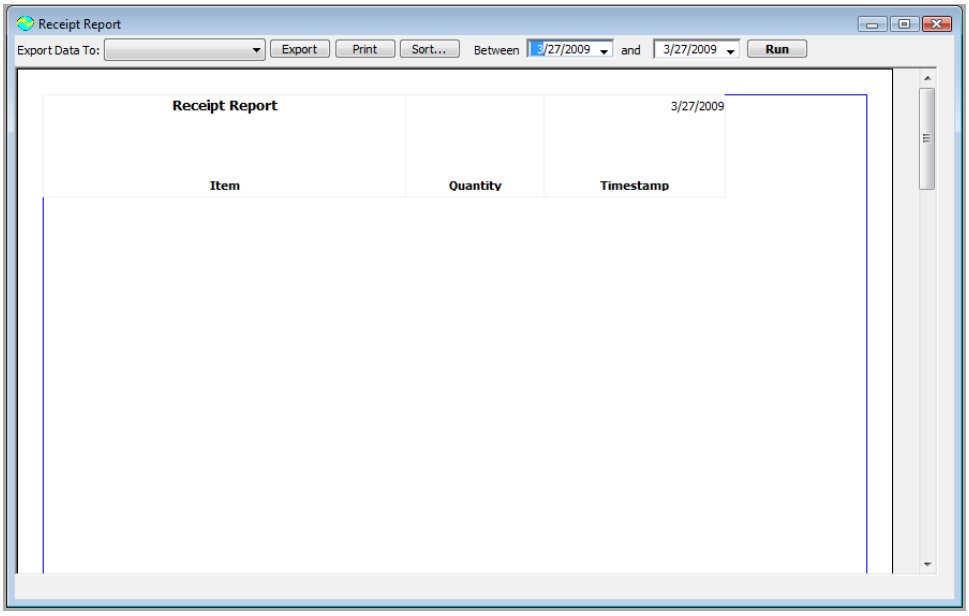
This report is by Individual ITEM CODE. The filters are 2. The filters are 2. The first appears on the report screen, the Date range: 3/01/2009 to 3/27/2009. The second, the Item Code filter, appears after the Run is Clicked as shown below.

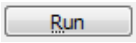


From this filter, select the Customer Name to report History and Click Select. After clicking the Select button, the following report will appear.


Item History Report
Export Data To:
Export
Print
Sort...
Between
3/ 1/2009
and
3/27/2009
Run...
Item History Report
From 3/1/2009 to 3/27/2009
Activity Type
Customer
Item
Vendor
Quantity
Timestamp
Check Out
John Q. Doe
Bushing Tool 60-80 lb Test Breaker
SMALL AND SAFETY TOOLS SUPPLY CO.
1
3/18/2009 14:27:00
Record Damages
John Q. Doe
Bushing Tool 60-80 lb Test Breaker
SMALL AND SAFETY TOOLS SUPPLY CO.
1
3/27/2009 10:57:00

Receipt Report



This report lists all receipts. The only parameters are the Date Range and then Click 

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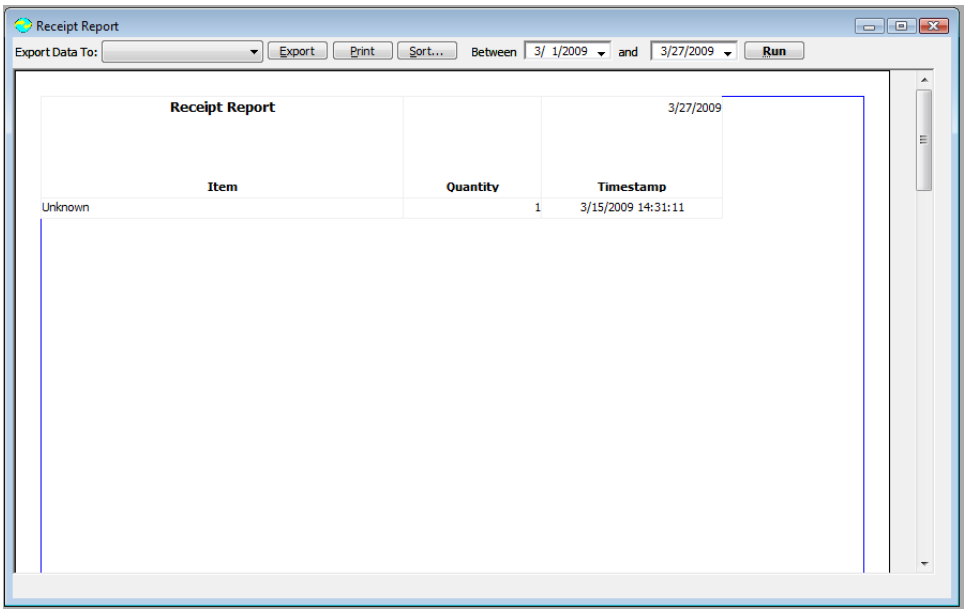
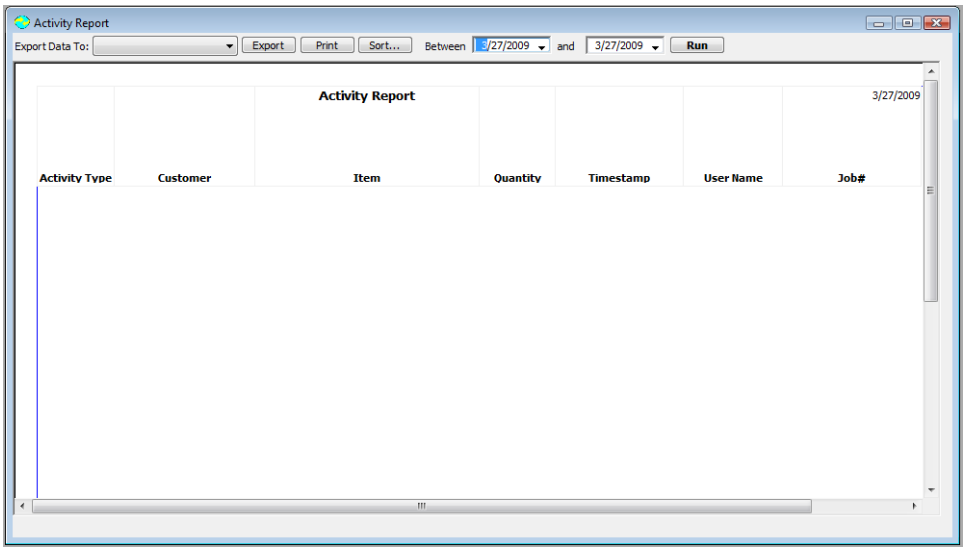
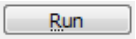
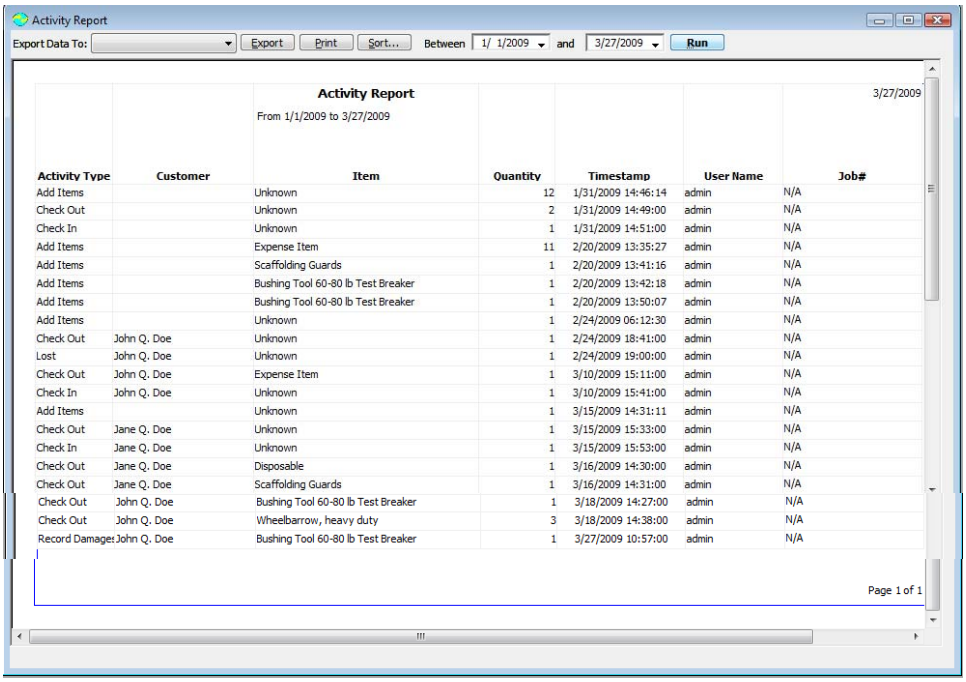


Activity Report

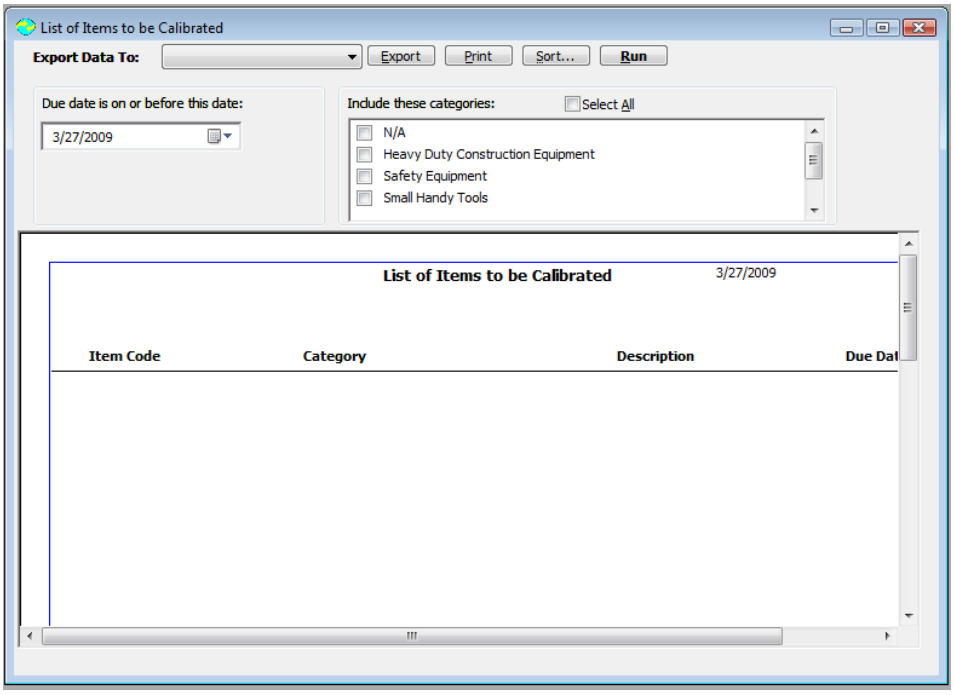


This report lists all Activity. Activity is defined by the transaction code used to record an activity. The parameters are the Date Range: 1/01/2009 to 3/27/2009 then Click 

.

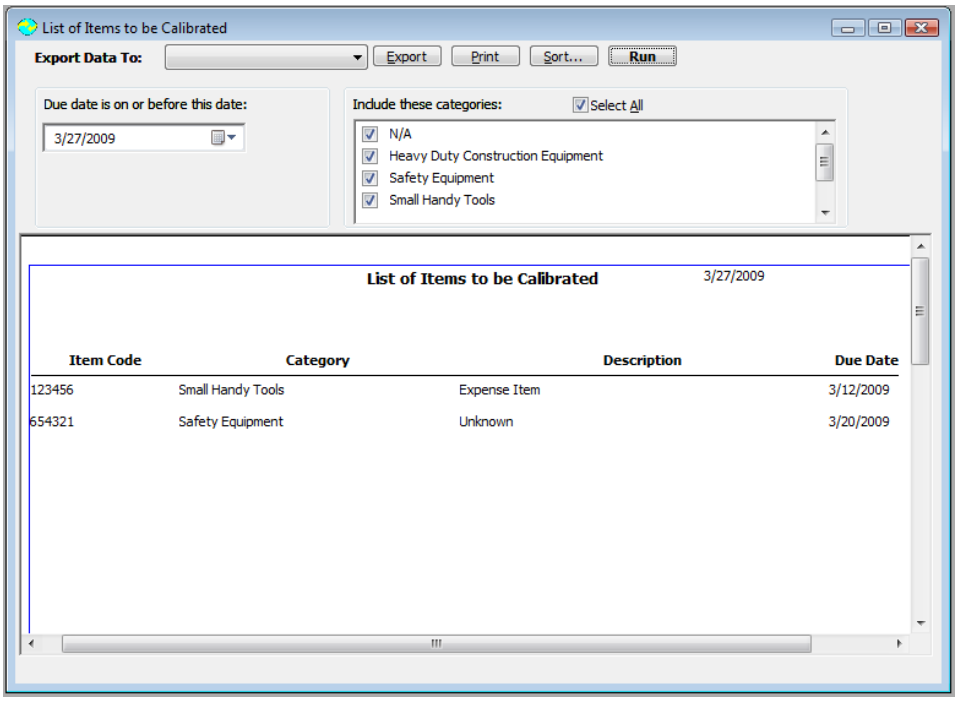

Activity Report
Export Data To:
Export
Print
Sort...
Between
1/ 1/2009
and
3/27/2009
Run
Activity Report
From 1/1/2009 to 3/27/2009
3/27/2009
Activity Type
Customer
Item
Quantity
Timestamp
User Name
Job#
Add Items Unknown 12 1/31/2009 14:46:14 admin N/A
Check Out Unknown 2 1/31/2009 14:49:00 admin N/A
Check In Unknown 1 1/31/2009 14:51:00 admin N/A
Add Items Expense Item 11 2/20/2009 13:35:27 admin N/A
Add Items Scaffolding Guards 1 2/20/2009 13:41:16 admin N/A
Add Items Bushing Tool 60-80 lb Test Breaker 1 2/20/2009 13:42:18 admin N/A
Add Items Bushing Tool 60-80 lb Test Breaker 1 2/20/2009 13:50:07 admin N/A
Add Items Unknown 1 2/24/2009 06:12:30 admin N/A
Check Out John Q. Doe Unknown 1 2/24/2009 18:41:00 admin N/A
Lost John Q. Doe Unknown 1 2/24/2009 19:00:00 admin N/A
Check Out John Q. Doe Expense Item 1 3/10/2009 15:11:00 admin N/A
Check In John Q. Doe Unknown 1 3/10/2009 15:41:00 admin N/A
Add Items Unknown 1 3/15/2009 14:31:11 admin N/A
Check Out Jane Q. Doe Unknown 1 3/15/2009 15:33:00 admin N/A
Check In Jane Q. Doe Unknown 1 3/15/2009 15:53:00 admin N/A
Check Out Jane Q. Doe Disposable 1 3/16/2009 14:30:00 admin N/A
Check Out Jane Q. Doe Scaffolding Guards 1 3/16/2009 14:31:00 admin N/A
Check Out John Q. Doe Bushing Tool 60-80 lb Test Breaker 1 3/18/2009 14:27:00 admin N/A
Check Out John Q. Doe Wheelbarrow, heavy duty 3 3/18/2009 14:38:00 admin N/A
Record Damage John Q. Doe Bushing Tool 60-80 lb Test Breaker 1 3/27/2009 10:57:00 admin N/A
Page 1 of 1

Items to be Calibrated

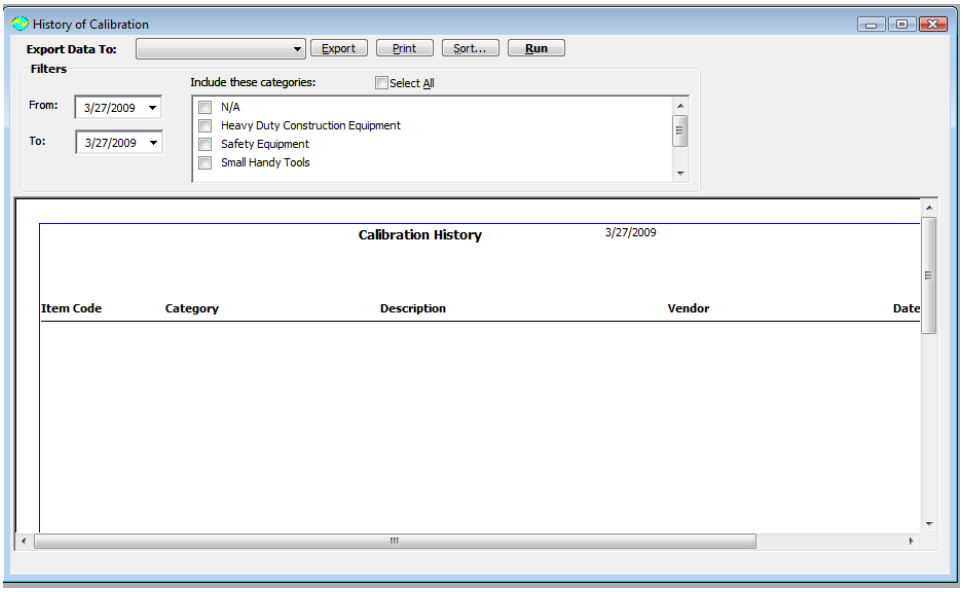


This report lists those Item Codes by Category that are to be Calibrated. There are 2 parameters:

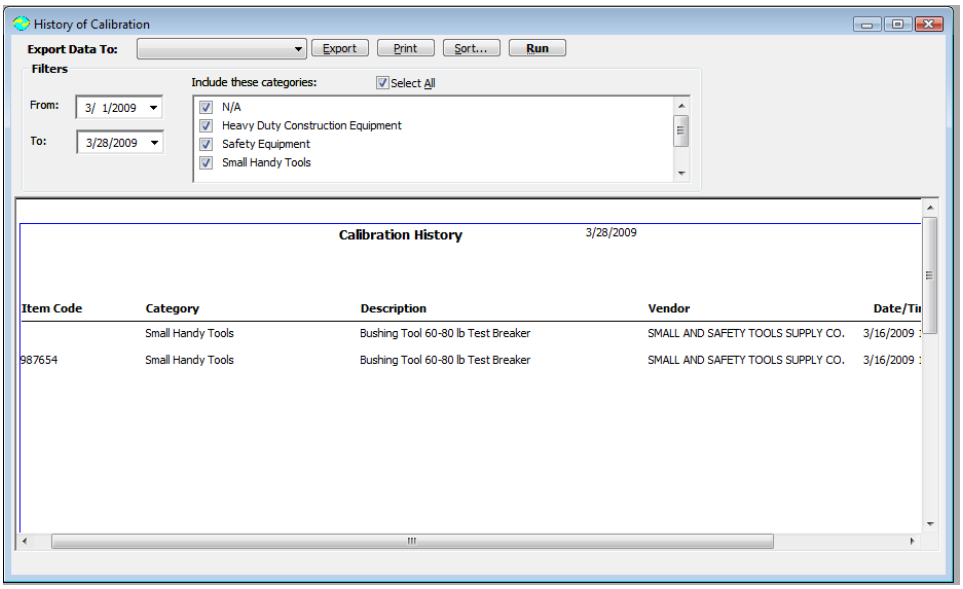
- On or Before this Date
- Category.



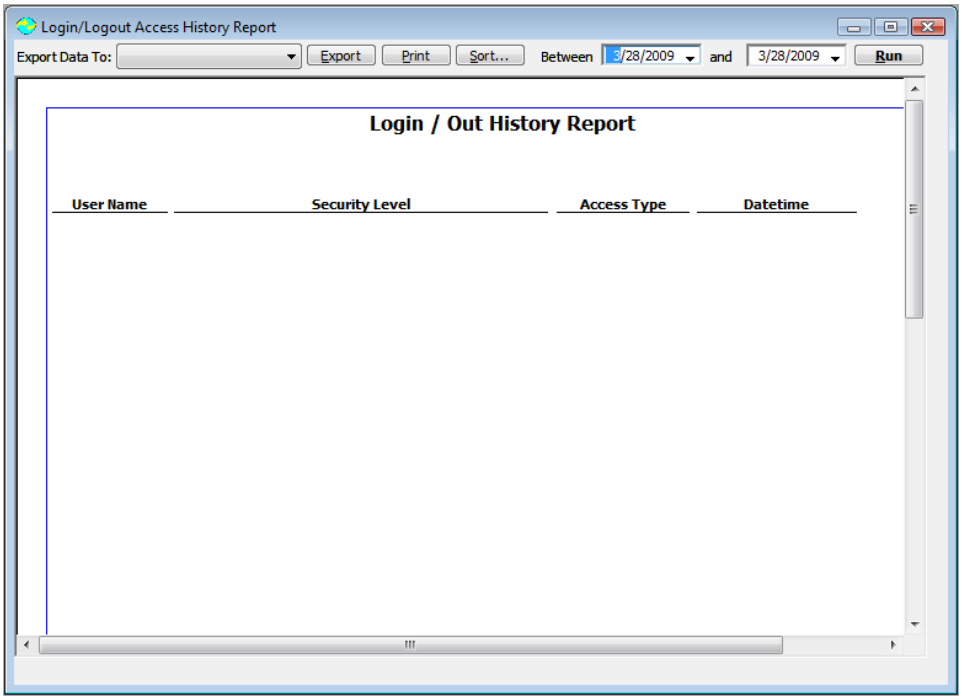
Calibration History



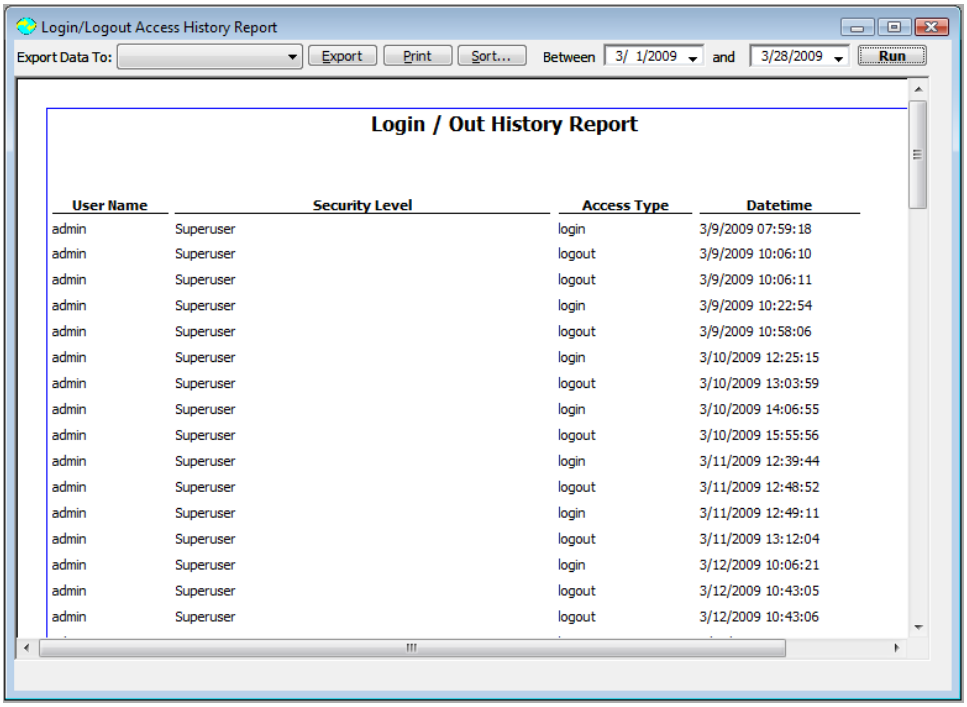
This report details Calibration History of the Items. The filter parameters are Date Range and Category. The following report sample is from 3/01/2005 to 3/28/2009 for ALL Categories.



System Access History



This report lists the In and Out of SB CIO over a duration of time. The only parameter is Date Range.



Appendix A. List of Menus and Windows in SB CIO

Menu
Billing
Edit
File
Report
Run
Utilities
Window

Billing
Damaged Items
Consumable Usage
Consumable Usage with Filters
Returned Items and Outstanding Items
All Items
Outstanding Items
Returned Items
Peak Usage Billing
Default Rental Rates
Variable Cycle Billing
View Default Rates

Edit
Categories
Classes
Companies
Crafts
Customers
Items
Job Numbers
Measurement Units
Permission of Roles
Roles
Securable Objects
Supervisors
Users
Vendors
Work Areas

File
Close
Close All
Exit
Logout
Print Setup
Sample / Practice Mode

Report
Activity History
Calibration History
Consumable Usage Report - Detail
Consumable Usage report - Summary
Consumable Usage report with Filters
Customer History
Damages
Item History
Items to be Calibrated
List of Categories
List of Classes
List of Classes below Min Qty
List of Customers
List of Items
List of Vendors
Outstanding Items by Company
Outstanding Items by Craft
Outstanding Items by Customer
Outstanding Items by Job Number
Outstanding Items by Supervisor
Outstanding Items by Work Area
Physical Count Summary
Receipt report
System Access History

Run
Calibration
Check In
Check Out
Check Out Only
Damaged
Dispose
Found
Lost
Repair
Undo Disposal

Utilities
Backup Data
Configure Display Text
Import Categories
Import Classes
Import Customers
Import Items
Import Companies
Preferences
Print Customer Barcodes
Print Item barcodes
Purge Data
Void Issue Tickets

Window
Cascade
Layer
Tile Horizontal
Tile Vertical
Arrange Icons

Windows
Barcode Input
Calibration Schedule
Calibration Schedule
Check In
Check Out Only
Consumable Usage Billing
Customer History report
Customers
Found
Import Categories
Import Categories
Import Classes
Import Companies
Import Customers
Import Items
Import Rate and Cost
Inventory Disposal
Items
List of Classes
List of Classes
List of Companies
List of Crafts
List of Items
List of Job Numbers
List of Measurement Units
List of Supervisors
List of Vendors
List of Work Areas
Preferences
Print Customer Barcodes
Print Item barcodes
Purge data
Record Damaged Items
Record Items as repaired
Record Lost Items
Rental Billing, Outstanding Items
Rental Rates
Search Class
Special Billing Rates for a Customer
Undo Disposal
Users
Void Issue ticker - Screen